

Student Support Officer (SSO) Responsibilities

The responsibilities of a Student Support Officer include:

- Attendance of 4 classes per day except upon instruction from the Director of Learning
- Assistance in the preparation of SSO timetables to ensure it is equitable for all students
- Attendance in and support of students in a range of different classes
- Attendance in and support of students in a range of assessments, tests and exams as required
- Support of the teaching staff during classes by following teacher direction
- Assistance of all students in the classroom to allow the teacher to work with funded students also
- Familiarisation with the learning needs and Individual Learning Plan of each student that is assigned to you
- Inform teachers of any timetable changes that may prevent your presence in their class- mostly last minute changes
- Support the Student Services Coordinators with Parent Support Group meetings