



## Job Description

<b>Job Title:</b>	<b>Student Support Manager</b>
<b>Grade:</b>	<b>10 points 23 – 26</b>
<b>Hours:</b>	<b>35 hours per week (8.30am – 4.15 pm with 3/4 hour lunch), 39 weeks per year position (term time plus teacher days), equivalent to 81.29% (83.13% after 5 years service) of a full time position.</b>
<b>Responsible to:</b>	<b>The relevant Progress Leader and Assistant Principal</b>
<b>Responsible for:</b>	<b>Student Support Administrator</b>

### **Job Purpose:**

At the core of this role is *the provision of high quality pastoral work with the students in the allocated Key Stage to ensure that they behave, flourish and achieve their learning potential.* This includes taking the lead in providing first line support to students on pastoral issues; providing attendance, behavioural and educational support to students and providing a strategic link between the Academy, other agencies and parents/carers.

### **Key Tasks and Responsibilities.**

- To communicate and liaise with parents, carers and outside agencies in a proactive manner to promote the learning potential and wellbeing of our students.
- To monitor and take appropriate action in relation to the behaviour and progress of these students.
- To lead initial investigations with regard to all behaviour incidents.
- To be pro-active in defusing conflict or disputes during break, lunch and after school, communicating with staff and parents/carers as appropriate
- To manage and implement behaviour incentives to improve inclusion of students
- In partnership with the Heads of Year/ Heads of Key Stage, to manage the school's detention, isolation and internal exclusion procedures and rooms and liaise with parents/carers and staff as appropriate
- Lead the Academy's front – line intervention programme for securing good attendance and behaviour and for ensuring the care and well – being of all students.
- To provide support, challenge and advice regarding pastoral issues to the students in the Key Stage.
- To meet with the Assistant Principal and Head of Year/ Head of Key Stage on a regular basis to discuss the progress of students and issues around their welfare, to advise of any worrying trends or of acute individual cases.
- Liaise with external agencies regarding student welfare, pastoral, health and attendance issues and ensure that all staff are aware and act on this information as appropriate.
- To support teachers in the application of the Academy's behaviour policy.
- To take appropriate action and provide support/advice/guidance to students for whom there is a developing pattern of poor behaviour.
- To collate and present relevant information to the Governors' Behaviour Panels
- To represent the Academy in Social Service meetings and CAFs
- To prepare and deliver assemblies to a specific year group or key stage and lead tutor meetings for year groups in the absence of the Head of Year/ Head of Key Stage.
- To develop and prepare pastoral support programmes and 1:1 mentoring arrangements.
- To challenge and motivate students, promoting and reinforcing self-esteem.
- To set high standards through the example of own presentation, personal and professional conduct.
- To act as an ambassador for the Academy at public events, including Transition Evening, Parents Evening and Open Evening.
- To communicate a positive image of the Academy.

- To have a high profile around the Academy and to ensure high standards of behaviour and uniform in lessons and around the school.
- To liaise with the SENDco in relation to providing early intervention with regards to transition between Key Stage 2 – 3 or 4 – 5.
- Support, monitor and supervise a programme for students following time in the BSU or returning from suspension.
- To lead and support Student Council meetings for the appropriate Key Stage.
- To liaise with appropriate staff / agencies to manage the transition from Year 6 – 7 or Year 11 – 12.
- Line Management of Student Support Administrator

### **Behaviour and attendance**

- To monitor behaviour within the Key Stage and implement strategies for improvement.
- To undertake further investigations into behaviour incidents as appropriate
- To ensure high levels of attendance and punctuality
- To set attendance targets for students
- To monitor and take action to reduce internal truancy
- To investigate patterns of attendance of individual students and take appropriate action to support them in improving their attendance
- To attend Attendance and Behaviour Panels
- To implement the Academy's reward and sanctions system.
- To liaise with colleagues within the team to supervise the isolation unit.
- In conjunction with the Head of Year/ Head of Key Stage and Assistant Principal, manage Academy procedures for monitoring student behaviour including rewards and sanctions.
- Work closely with subject leaders and teachers to support and apply appropriate interventions when students are under achieving.
- To assist in the re-integration of new students and students who have been absent

### **Underachievement – Welfare and Care.**

- To support lunchtime duty, detentions and inclusion room supervision rotas as necessary.
- To support in assemblies, including taking the lead where necessary.
- Provide short notice cover for registration time.
- Participate in and /or minute meetings as may be required in fulfilment of post
- Attend relevant meetings with parents.
- Facilitate Year Meetings with tutors.
- Work with Progress Leaders and the Assistant Principal to ensure staff coverage of the BSU.
- Participate in Staff Training Days and other training opportunities as appropriate in disaggregated time.
- Participate in other CPD opportunities, as required or agreed.

### **Management**

- Line Management of Student Support Administrator.
- To contribute significantly to the implementation of Academy policies and practice. To promote collective responsibility for their implementation, with particular emphasis on ensuring the safety of all students is a priority.

### **Administration**

- To ensure that appropriate documentation is kept regarding student welfare issues in an accurate and confidential manner.
- To update and maintain student records (detailing interventions/outcomes etc.

### **Staff**

- To promote teamwork to ensure effective working relations within the Year groups and across the Academy.

### **General**

- Term time only plus teacher training days to include disaggregated days.
- To work from 8.30 a.m. until 4.15 p.m.
- To work with the team to ensure staff coverage of the Pastoral area at lunchtime.
- To attend meetings as appropriate
- To carry out on call duties

- To coordinate detentions (in collaboration with the Heads of Year/Head of Key Stage)
- To participate in professional development and appraisal
- To liaise with parents/carers and if necessary, make home visits

In addition to the responsibilities outlined above, a Student Support Manager is expected to be flexible and may be asked, within reason, to perform other duties, determined through negotiation with his / her Line Manager or the Principal.

**Key Organisational Objectives**

The Post holder will contribute to the Academy’s objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy’s Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

**Conditions of Service**

Local conditions agreed by the Governors of Welland Park Academy.

This job description may be reviewed annually and may be subject to amendment or modifications at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties. It is your responsibility to be aware of this job description and apply it to your duties, to maintain your professional portfolio. Duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility.

Date of Issue:	
Signature of Post holder:	
Signature of Principal:	

**Welland Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and / or adults) and is defined as a regulated activity under part 1 of the Safeguarding Vulnerable Groups Act 2006.*