**Job Description – SUPPORT MANAGER – Year 12 & 13 and STUDY ROOM ManAGER**

# Job details

**Grade:** KR7

**Reporting to:** Progress Director – Key Stage 5

**MAIN PURPOSE**

To provide pastoral support for a designated year group(s) and support in the effective management of non-teaching issues which may impact on student attainment in accordance with agreed procedures

To supervise, maintain and resource the Sixth Form Study Room and Pastoral Work Room and take registers of attendance of each session

**DUTIES AND RESPONSIBILITIES**

1. To provide pastoral support for designated year group(s) and undertaking casework with identified students as required
2. Ensure that all school procedures relating to attendance and lateness are followed / recorded, unauthorised absence investigated, and sanctions issued in accordance with school policy.
3. To ensure the electronic registration system is updated daily investigating any missing data with class teachers
4. To record student absences and late arrivals on SIMS, maintaining accurate attendance records
5. To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies
6. To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting
7. To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate
8. To monitor the attendance of pupils referring concerns to the Progress Director
9. To support the Principal Lead at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed
10. To promote incentives for improving attendance within the school – including attendance certificates and prizes
11. Implement school discipline and behaviour policies and sanctions relating to conduct eg reports, detentions, exclusions and merit awards
12. Ensure appropriate arrangements are made for students who are absent / excluded to enable them to keep up to date with their studies and support their successful reintegration to the school
13. Ensure students adhere to school dress code and take follow up action as appropriate
14. To liaise with senior staff and external agencies regarding pupils whose conduct is causing concern and contribute to discussions regarding appropriate follow up actions
15. Liaise with parents/carers keeping them informed regarding any pastoral / conduct or attendance issues to enable appropriate support to be given and to secure positive family support in meeting school’s expectations
16. Undertake supervisions duties immediately before school, at break and lunchtimes to ensure the safety and wellbeing of students and appropriate standards of behaviour are maintained
17. To administer and coordinate school trips, visits and out of school activities to ensure appropriate permission and payments are obtained
18. To administer and coordinate activities such as medicals, school photographs, prize giving to ensure effective and timely organisation
19. To maintain accurate records and share information with colleagues as appropriate and refer on as required
20. To supervise and co ordinate the Sixth Form Study Room/Pastoral Work Room, follow up absences and be the main point of contact for students needing to access the Study Room/Pastoral Work Room
21. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Knowledge and skills equivalent to national qualifications level 3 |
| **EXPERIENCE** | Previous experience of working with students |
| **SKILLS AND ABILITIES** | Ability to build rapport, engage and motivate others  Good interpersonal and excellent communication, listening and observation skills  Ability to deal with difficult/sensitive or conflict situations  Ability to manage confidential information  Organisational abilities and accurate record keeping skills.  Assured manner and understanding of appropriate boundaries  Ability to work without immediate supervision |
| **KNOWLEDGE** | Knowledge of school policies relating to conduct / behaviour, attendance and dress code  Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting |