



## **JOB DESCRIPTION**

<b>Job Title:</b>	Student Support Manager
<b>Responsible for:</b>	The Senior Leadership Team members responsible for Personal Development, Behaviour and Welfare
<b>Grade:</b>	Future Schools Trust Scheme H

### **1. PURPOSE**

- To support teachers, subject leaders, tutors and parents to ensure the highest standards of behaviour within the relevant section of the school.
- To support students in developing self-management strategies (this may involve 1:1 or small group work).
- Monitor the attendance and punctuality of all students in the relevant section of the school. Liaise with the FLO and Attendance Team, when necessary.
- To conduct 'return to school' interviews with long term absentees and ensure that a catch up programme is drawn up and followed.
- To support SLT with patrol. This involves ensuring that students are prompt to lesson and supporting staff when they call for assistance
- To support a team of tutors by following up on repeat incidents
- To conduct meeting with parents when concern is of a welfare/pastoral nature.
- To participate in Academic Review Days and help run and organise Open Evenings and Open Mornings
- To have an overview of the curriculum and assessment procedures.
- To support reintegration meetings for students returning from exclusions.
- To monitor uniform, equipment and journals.
- To work alongside members of the SLT and Inclusion team to set up PSP's, risk assessments, and internal and external referrals where appropriate and action, monitor and review as well as complete any other paperwork that supports the wellbeing of a young person.

### **Additional Responsibilities:**

- To challenge and motivate pupils. Promoting and developing their self-esteem.
- Liaise with other, relevant staff to gather information about pupils and to give updates on pupils
- Work with pupils to identify barriers to learning and develop appropriate strategies to overcome these



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- To support in monitoring students on report with tutors and SLT
- To attend pastoral and Inclusion meetings.
- To promote the school ethos and help consistency when it comes to implementing school's policies and procedures.
- To ensure that all staff are kept informed of any welfare issues affecting students in the relevant section of the school.
- Devise strategies to help students overcome friendship and bullying issues.
- Overview of logging incidents and keeping all parties informed of outcomes
- To support with pastoral and inclusion teams to manage and monitor pupils in Internal Engagement.
- Work with Pastoral Team and External Agencies in order to devise and implement strategies to identify and overcome pupil's barriers to learning.
- To oversee the induction of mid-year students.
- To deal with routine queries from parents/carers.
- To carry out, as requested from time to time, any other relevant duties as may be reasonably required by the Head of School.

## **Other Duties:**

- To follow child protection policies and procedures.
- Promote consistency of behaviour management across the Academy.
- To support students to commit to the Academy's behaviour and attendance policies by working with individuals or small groups.
- Administrative tasks as directed by the line manager.
- Engage with the Academy's system of performance review.
- To keep personal records of all staff development activities in which you are/have been involved.
- Attend additional training as directed to support role development.

## **Person Specification:**

- Successful recent experience of working with students of relevant age.
- Good standard of Education (5 A\*- C GCSE certificates or equivalent).
- Excellent interpersonal skills, both verbal and written.
- Able to establish a rapport with young people and foster positive relationships.
- Strong computer skills including the use of Microsoft Office.
- Previous experience of working within a supported learning environment.



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- Previous experience of working within a school would be advantageous and have a knowledge of using Sims
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Know how to support vulnerable children (including those at risk of significant harm)
- Flexible and reliable
- Willingness to undertake first aid qualification
- Proven ability to maintain high professional standards

## **Health and Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.