



**VALLEY PARK SCHOOL
JOB DESCRIPTION**

Job Title:	Student Support Manager
Grade:	VIAT 6
Employed for:	37 hours per week (8.15am – 4.15pm Monday to Thursday and 8.15am – 3.45pm Friday) term time only - 190 days
Line Manager:	Inclusion Manager
Responsible for:	Supporting the pastoral care and welfare of students
Working to:	Head of Year

1. Job Summary

Particular Responsibilities:

- To identify any barriers to achievement and/or learning for all students in the year group.
- To recommend and arrange implementation of interventions and strategies for all vulnerable students including Pupil Premium students.
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to learning.
- To work alongside the relevant Head of Year and Inclusion Manager in developing support packages for students including mentoring.
- Monitor the attendance and punctuality of identified students and liaise with admin colleagues.
- With Head of Year conduct 'return to school' interviews with long-term absentees and ensure that a catch-up programme is drawn up and followed.
- To support Head of Year, teachers, form tutors and parents to ensure the highest standards of behaviour.
- With Head of Year support a team of form tutors.
- Where appropriate to ensure that all staff are kept informed of any welfare issues affecting students.
- Where appropriate to conduct meetings with parents when concern is of a welfare/pastoral nature.
- To support the induction of new entrants to the school.
- To deal with routine queries from parents during lesson times.
- Devise strategies to help students overcome friendship and bullying issues.
- To assist with the administration as required of the Inclusion Team.

2. Key Working Relationships

- Deputy Headteacher
- Inclusion Manager
- Student Support Managers
- Heads of Year

3. Key Result Areas

a. Data Protection

- Work within the requirements of Data Protection and GDPR at all times

b. Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

c. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

4. Statement

Evaluate and improve own practice and take responsibility for personal professional development.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: Date: