**JOB DESCRIPTION**

**Job Title:** Key Stage 5 Student Support Manager

**Responsible to:** Head of Year and SLT year group line manager

**Grade:** FST 8

**Purpose:**

* To support teachers, subject leaders, tutors and parents/carers 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. Liaising with the FLO and attendance team, when necessary.
* To support SLT with patrol/ on-call. 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/ carers when concern is of a welfare/pastoral nature.
* To participate in parent evenings and help run and organise Open Evenings and transition events.
* To have an overview of the curriculum and assessment procedures.
* To support reintegration meetings for students returning from suspensions/exclusions.
* To work alongside members of the attendance and inclusion team to set up PSPs, 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 students. 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.
* To support in monitoring students alongside tutors and SLT.
* To attend pastoral and Inclusion meetings.
* Support with First aid during the school day.
* 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.
* Overview of logging incidents and keeping all parties informed of outcomes
* To liaise with pastoral and inclusion teams to support, manage and monitor pupils in Internal Exclusion.
* Work with the internal team and External Agencies in order to devise and implement strategies to identify and overcome students’ barriers to learning.
* To oversee the induction of mid-year students.
* To deal with routine queries from parents/carers during the school day.
* Follow the school’s reward system to encourage students within the year group.
* 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 school.
* To support students to commit to the school’s behaviour and attendance policies by working with individuals or small groups.
* Administrative tasks as directed by the line manager.
* Engage with the school’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, English and Maths C grade or above 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.
* 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
* Willingness to train as a DSL if required
* 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 the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.