



**VALLEY PARK SCHOOL  
JOB DESCRIPTION**

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

**1. Job Summary**

**Particular Responsibilities:**

**All responsibilities should be carried out in conjunction with the Head of Year and Assistant Headteacher.**

- To identify students at risk of disaffection through using performance, attendance and behaviour data.
- To ensure the culture of 'Ready, Respectful, Safe' is embedded throughout the whole year group alongside the Head of Year and SLT.
- To support with the behaviour and pastoral care of the students in a year group.
- To support students' behaviour by undertaking student supervision at break and lunch times as well as supporting through the 'on calls' process.
- 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 Head of Year in developing and tracking support packages for students including mentoring.
- To support 'return to school' interviews with long-term absentees with Head of Year/Student Engagement Officer and Attendance Officers 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.
- To support a team of form tutors alongside the Head of Year.
- Where appropriate to ensure that all staff are kept informed of any welfare issues affecting students.
- Where appropriate to make calls/conduct meetings with parents when concerns are raised.
- 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.
- To support the organisation of parent and consultation evenings.

- To effectively use safeguarding procedures on a daily basis to support students by using policies and practices that exist in the school.
- Evaluate and improve own practice and take responsibility for personal professional development.

## **2. Key Working Relationships**

- Deputy Headteacher / Assistant Headteacher
- Student Engagement Officer
- Student Support Managers
- Head 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.

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.

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.