



HIGHWORTH GRAMMAR SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:	Student Support Manager
Grade:	Kent Range 7
Employed for:	37 hours per week term time only plus staff development days
Hours of Work:	8.00am - 4.00pm Monday - Thursday; 8.00am – 3.30pm Friday
Responsible To:	Director of Learning
Purpose:	To work as part of the team of Student Managers to provide support for vertically structured Learning Community teams of staff and students. To assist the Director of Learning and team of mentors to deliver the gateways of personalised learning. To assess, monitor and implement support for by liaising with other students, staff, parents/carers and outside agencies as appropriate.

Accountabilities	Indicative tasks/actions
To be proactive in establishing the student managers role with students, staff and other relevant adults and agencies.	<p>To establish and foster good relationships with staff, students and parents/carers to encourage open communication.</p> <p>To be known as the first point of contact for students, staff and parents who wish to raise relevant issues.</p> <p>To enjoy close working relationships with mentors, DoL and Pastoral Team.</p>
To monitor regularly the data on SIMS recorded by staff and communicate with staff, use lesson observation etc, in order to make informed personalised programmes of study for students.	<p>To bring relevant information to the attention of Mentors and DoLs when students' learning and behaviour are monitored and reviewed.</p> <p>To help facilitate students' individual programmes of study and supervision.</p> <p>To prepare data reports where relevant and maintain records to ensure that informed decisions are made regarding the students welfare</p>
To focus more specifically on students who need particular support to maintain high standards of achievement behaviour and attendance etc.	<p>To liaise with DoL, AEN department, mentors and parents to devise and action personalised programmes and to monitor and review these regularly</p> <p>To manage care plans for students with medical concerns, liaising with external agencies where appropriate.</p> <p>To keep appropriate records of action plans /sanctions and support.</p> <p>To undertake assessments, develop and monitor action plans and undertake individual casework with students' and their families to support them in</p>

	addressing issues which may be impacting on learning.
To be identified as part of the team for the learning community, and promote the role of SSMs through attendance at events in school.	To be recognised by both students and staff as part of the identity of the Learning Community To support staff and students within the vertical tutoring initiative Increase SSM profile and build relationships with students by visiting base rooms when time permits and attending relevant events outside of the school day.
To liaise with the relevant range of staff on a regular basis.	To attend regular meetings with other SSMs, Mentors, DoL, Pastoral Team, Outside agencies, SLT.
To ensure students are offered relevant support from outside agencies when needs are identified.	To signpost sources of advice and refer students to outside agencies in liaison with the Director of Student Services. To develop and promote partnership with relevant outside agencies and to record and document discussion and strategies. To maintain Designated Safeguard Lead training.
Transition interviews at primary schools.	Visit the feeder primary schools to meet with the students who have secured a place at Highworth and ensure the Ashford 1 primary/secondary transfer form is completed. Assist with allocation to mentors. Filing of Year 6 files.
Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved in a supportive environment.	Register classes. Inform class of work set and distribute resources if appropriate. Collect completed work and return to appropriate staff Provide objective and accurate feedback to teachers and students
Adhere to school policies and procedures so that students' learning and behaviour is supported.	Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Have high expectations of all students. Keep abreast of relevant legislation and social issues, including Equality/Gender and Social Media.
Deal with sick students so that they can return to class as soon as possible or be sent home or for further treatment as necessary in line with school procedures.	Assess students and take appropriate action Seek further medical help if necessary. Liaise with parents and attendance officer. Keep records of all accidents and treatments and ensure documentation of injuries/liase with H&S Officer as appropriate. To maintain qualified First Aider training and be part of a team providing 'on-call' first aid support throughout the school.

Maintain a range of records and information, ensuring it is readily available, accurate and up-to-date and to issue it as required in line with school procedures.	Update medical information on SIMS in liaison with the data administrator. Coordinate Monday briefing notes on a rota basis and circulate.
To be responsible for allocated areas of student welfare.	Liaise with AEN for referrals to School Counsellor and other agencies. To manage care plans for students in the Learning Community with medical concerns Allocate locker keys to students Maintain records of locker key allocation Issue bus passes
School Emergency Procedures	Where required to take an active role in school emergency procedures i.e. Fire Warden etc.

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

PERSON SPECIFICATION – Student Support Manager

Professional Qualities and Experience

- Knowledge and skills equivalent to national qualifications Level 3
- First Aid Trained (or willing to train)
- DSL Trained (or willing to train)
- Experience of working with young people in the 11-18 age group
- Sound knowledge of Educational Processes at Key Stage 3/4/5
- Enthusiastic about the education of young people
- Experience of working within a multi-agency environment
- Experience of facilitating groups

Leadership Skills

- Able to respond to and initiate strategies to improve individual student performance
- Ability to build, support and work with teams
- Able to prioritise, plan and organise and develop
- Ability to devolve responsibilities as appropriate
- Ability to liaise with others
- Ability to report to Director of Learning and/or Leadership Team about progress in specific student cases
- Set high standards and provide a role model for students
- To be open to ideas
- To be able to support others where necessary
- To deal sensitively with people and be able to resolve conflicts

Decision Making Skills

- To make reasonable decisions based upon evidence
- To think creatively and imaginatively
- To anticipate and solve problems
- To demonstrate good judgement
- To be able to prioritise

Communication Skills

- To communicate effectively, orally and in writing with a range of audiences, including outside agencies
- To negotiate and consult effectively
- To be confident in the use of ICT processes including Microsoft Office and SIMS as an integral part of daily working
- Ability to deal with difficult/sensitive situations

Self-Management

- Able to prioritise and manage time effectively
- Work under pressure and to deadlines
- Organisational abilities and accurate record keeping skills
- Ability to manage confidential information

Personal Qualities

- To enjoy working with young people
- To be flexible and willing to take on new challenges
- To have perseverance, self-confidence, enthusiasm, intellectual ability, reliability, integrity and a good sense of humour
- A willingness to work unsociable hours to attend specific community events
- A commitment to the highest standards of child protection and safeguarding
- Ability to demonstrate and promote good practice in line with the ethos of the school