



STUDENT SUPPORT MANAGER

VALLEY PARK SCHOOL



| JOB DESCRIPTION | |
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| Job Title | Student Support Manager |
| Grade | VIAT 6 £29,099 – £ 33,074 (full time) per annum. Adjusted for pro-rata hours |
| School / Department | Valley Park School |
| Base | Valley Park School |
| Hours | 37 hours per week, term time only |
| Reports to | Head of Year |
| Accountable to | Assistant Headteacher |

Job Summary

This post is responsible for supporting the pastoral care and welfare of our students.

Key Working Relationships

- Deputy Headteacher
- Assistant Headteacher
- Designated Safeguarding Lead
- Student Support Managers
- Heads of Year

Key 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.
- To administer First Aid when necessary.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this 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.

PERSON SPECIFICATION

| AREA | ESSENTIAL | DESIRABLE |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above). • Willingness to undertake First Aid training and/or refresher training. | <ul style="list-style-type: none"> • Education to A Level standard. First Aid qualification. |
| Experience | <ul style="list-style-type: none"> • SIMS within an educational setting. • Use of computerised information management system. • Data collection, management and statistical analysis. • Working in a busy office environment. • Working collaboratively as part of a team. | <ul style="list-style-type: none"> • Experience of admissions administration. |
| Knowledge | <ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. | <ul style="list-style-type: none"> • Experience in working with pastoral support. |
| Skills | <ul style="list-style-type: none"> • Excellent analytical skills. • Excellent verbal communication skills. • Excellent written communication skills. • Excellent planning and organisation skills. • Ability to prioritise and multitask. • Time management skills are key. | |
| Attributes | <ul style="list-style-type: none"> • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. • A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement. • Ability to give advice and instruction in a helpful and professional manner. • To be able to support students on a pastoral level. | |