

Job Description

Job Title	Student Support Manager	Reporting to	SENCO
Job Purpose	<ol style="list-style-type: none"> 1. To support the SENCO in coordinating the statutory provision of reviews for LAC students. 2. To support the Academy in addressing the needs of identified KS4 students to overcome behavioural, emotional or social barriers to learning 3. To support students with their studies particularly but not exclusively Maths, English and Science. 		
Liaising With (internal)	Staff, Students, Parents/Carers	Liaising With (external)	Outside Agencies. LA's
Supervising		Contract	Term Time Only – 37 hours per week Academy Band 7
Key Responsibilities	<ol style="list-style-type: none"> 1. Have a knowledge of all LAC students to include conducting interviews in preparation for LAC reviews. 2. Monitor the progress of all LAC students and inform staff if there are movements from the agreed targets. 3. To liaise with carers and outside agencies in regard to LAC students. 4. To represent the Academy at external meetings as required. 5. Provide pastoral support and guidance to selected KS4 students to assist in their behavioural, emotional and social development. 6. Be responsible in undertaking comprehensive assessments of students to determine those in particular need of support and to target personalised interventions. 7. Implement agreed learning activities / teaching programmes, adjusting activities according to learner response 8. Provide tutoring in English and Maths where appropriate. 9. To develop a one-to-one or small group coaching relationship with students needing particular support, aimed at achieving the goals identified in the learning plans. 10. To monitor and record progress towards identified goals and specific outcomes and provide reports on progress as required. 11. To liaise with parents / carers and support progress. 12. To secure positive support and involvement in the learning and progress of identified students. 13. To develop relationships with students which are professional, firm, fair, caring and friendly, and based upon mutual respect. 14. To keep accurate records and ensure all provision plans are fully up to date. 15. Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. 		
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including DBS enhanced disclosure requirements • Equal Opportunities & Diversity 		

Person Specification

Job Title	Alternative Curriculum Coordinator	Reporting to	AVP English/VP CSE	
			Essential (E) or Desirable (D)	Evidence
Education, Qualifications, Training <ul style="list-style-type: none"> • GCSE Maths & English Grade C or better • Degree 			E D	Application Application
Skills, Knowledge & Experience <ul style="list-style-type: none"> • Understanding of issues related to under-achievement and barriers to learning • Knowledge of LAC process and the responsibilities of key individuals • Outstanding literacy, numeracy and communication skills • Good administrative skills including report writing and analysis • Computer literate and have a working knowledge of applications including Microsoft Word and Excel • Experience of working with challenging young people • Experience of with children / young people , parents / carers / families within the field of education, social care or the voluntary sector 			E D E E E E E	Interview Interview Interview Application/Interview Interview Interview Application
Personal Qualities <ul style="list-style-type: none"> • Ability to be resilient • Able to build effective and positive working relationships • Organised and methodical approach to work, ability to work to deadlines • Professional, discrete, diplomatic • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 			E E E E E E E	Reference/Interview Reference/Interview Reference/Interview Reference/Interview Reference/Interview Application/Interview Application/Interview

All employees are subject to an Enhanced DBS check, according to current statutory requirements.