

HIGHWORTH GRAMMAR SCHOOL

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APPOINTMENT OF STUDENT SUPPORT MANAGER

Further Information

INTRODUCTION TO THE SCHOOL

Highworth Grammar School is a successful 11-18 selective girls' school with approximately 87 boys in the Sixth Form. There are 1519 students on roll – 1,069 in Years 7-11 and 455 in Years 12 and 13. Our school is widely recognised as being innovative and highly successful. Highworth has a strong academic reputation and our students are recognised as mature and reliable young people. We aim to deliver the best possible education to all of our students in a safe and secure environment.

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through: excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.

Students at Highworth are given rewards for creativity, problem solving, achievement, resilience and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

We are a Music Specialist Status school and we are proud of the many opportunities provided for achievement in music and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

During the June 2013 Ofsted Inspection, the School was judged as an Outstanding School. Last summer, our A Level results placed us in the top 25% of schools nationally.

FEATURES OF THE SCHOOL

These include:

- Vertical Tutoring
- High academic standards with a large proportion of outstanding lessons
- Caring, supportive and committed staff
- Commitment to professional development
- State of the art IT facilities
- 10 dedicated Science labs
- 3 Performing Arts studios
- Music Technology suite and recording studio
- DT suite with latest technology
- Research into use of new technologies/pedagogy
- Department areas suited
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum contact time for full time teachers is 45 out of 50 periods plus Mentor Period

Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside. Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range. Some students transfer to our school at 16+ from other schools.

Staff

We are fully committed to the professional development of all our staff. All new teachers and NQTs follow a well informed and structured induction programme. All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation. Every member of staff takes part in the annual performance development scheme which also embodies our motto of Reach for the stars. We have a staffroom committee which organises a variety of social activities.

Curriculum

Our curriculum at Key Stage 3 includes all the National Curriculum subjects (Art & Design, English with Drama, Geography, History, Mathematics, Modern Languages - French, German and Spanish, Music, Physical Education, Dance, Religious Education, Design & Technology, Computing and Science).

In addition, in Year 8, students study a REACH programme designed to develop students in areas such as mindfulness, careers and revision techniques.

An options system operates in Key Stage 4 (Year 9 – Year 11) and students have the opportunity to gain up to twelve GCSE grades in Year 11.

We offer all Key Stage 3 subjects through to A Level together with Business Studies, Dance, Economics, Film Studies, Further Mathematics, Politics, Photography, Psychology, Sociology and Drama & Theatre. We play an active part in the local 14-19 consortium.

In the current Year 12, students take three or four A Level subjects, continuing with at least three to full A level. They can also take the Extended Project. The majority of our students proceed to courses at universities and in the last academic year all students who made applications, successfully found suitable places in higher education

Job Description: Student Support Manager

Responsible To: Director of Learning

Purpose: To work as part of the team of Student Managers to provide support for a Learning Community team of staff and students. To assist the Director of Learning and mentors to deliver the gateways of personalised learning. To monitor and support students by liaising with other students, staff, parents and outside agencies

| Accountabilities | Indicative tasks/actions |
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| To be pro-active in establishing the student managers role with students, staff and other relevant adults. | To be known as the first point of contact for students staff and parents who wish to raise relevant issues To enjoy close working relationships with mentors and DoL |
| 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. | To bring relevant information to the attention of Mentors and DoLs when students' learning and behaviour are monitored and reviewed To help facilitate students individual programmes of study and supervision |
| To focus more specifically on students who need particular support to maintain high standards of achievement behaviour and attendance etc. | To liaise with DoL, mentors and parents to devise personalised programmes and to monitor and review these regularly To manage care plans for students with medical concerns To keep appropriate records of support offered. |
| 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 |
| To liaise with the relevant range of staff on a regular basis. | To attend meetings with Other SSMs, Mentors, DoL, Outside agencies, SLT |
| To ensure students are offered relevant support from outside agencies when needs are identified | To refer students to outside agencies in liaison with the Director of Student Services. |
| Transition interviews at primary schools | Arrange appointments to 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 |
| 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 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 student's learning is supported | Follow school behaviour policy Have high expectations of all students |

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| | Keep abreast of relevant legislation |
| 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/liaise with H&S Officer as appropriate To undertake training to become a qualified First Aider |
| 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 |

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.

Highworth Grammar School is committed to safeguarding and promoting the welfare of young people. An Enhanced CRB check is required for this post