

HIGHWORTH GRAMMAR SCHOOL
 Quantock Drive, Ashford, Kent TN24 8UD
 Telephone: 01233 624910 Fax: 01233 612028
 E-mail: office@highworth.kent.sch.uk
 Website: www.highworth.kent.sch.uk

APPOINTMENT OF STUDENT SUPPORT MANAGER Job Description

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
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. To undertake Designated Safeguard Lead training.
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 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