



Job Description for Support Staff

Job Title:	Chapter Support Manager - Well Being Specialist	
Salary:	Grade:	G
Place of work:	St Augustine Academy	
Reports to:	Job Title:	Director of Learning / Assistant Principal for Inclusion

Role context and purpose:

Each Chapter Support manager will be attached to a Chapter with approximately 250 students in Y7-11. Working with the Director of Learning they will provide daily welfare support for their Chapter students and their families, including following up behavior and uniform policies, with the associated administrative tasks. (e.g. organising detentions and processing fixed term exclusions). They will also support school duties including the running of the student hub and inclusion room for five days a week. It is expected that Chapter Support Managers take a pro-active role in the continued development of student support services at the Academy. As part of their role they will form professional partnerships with appropriate outside agencies.

Each Chapter support manager will have a specialist area they will lead and develop.

Job Purpose including main duties and responsibilities:

Whole school responsibility: Well-being Specialist

- Have a strong understanding of SEMH and the associated difficulties.
- Create and manage therapeutic interventions to support students with SEMH needs, including the full range of students with mental health diagnoses and emotional well being difficulties.
- Be a designated safeguarding person and be prepared to support students when they are in a “crisis” and need immediate therapeutic intervention.
- Work with a holistic open minded and non-judgemental approach and attitude.
- Attend inter-agency professional meetings which support SEMH student needs and their families.

Chapter Manager generic responsibilities:

- Provide daily welfare and attendance support to students in a Chapter.
- Provide daily welfare and attendance updates to the Director of Learning for a Chapter.
- Attend daily inclusion meetings and be available for duties.
- Assist the operation of the student hub and inclusion room.
- Support teaching staff as described in the behavioural and uniform policies of the Academy.
- Responsibility for co-administration of Chapter student attendance.
- Responsibility for recording and following up pastoral and welfare incidents.
- Responsibility for obtaining explanations for unexplained student absences in conjunction with the administration support officer, mentors, Directors of Learning and parents/carers;
- Support parents to encourage positive attitudes to education, sharing information and providing a link between the home and school;
- Co-ordinate and organise specific pastoral intervention and support around individual students and groups, liaising with all who are or could be in contact with students;
- To ensure student information is logged and/or filed efficiently;
- To communicate effectively with students, parents/carers, staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promote a positive image of Academy;

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed:

(Principal)