



# FULSTON MANOR ACADEMIES TRUST

**POST:** STUDENT SUPPORT ASSISTANT

**REPORTS TO:** STUDENT SUPPORT MANAGER

**RESPONSIBLE TO:** PASTORAL DEPUTY HEAD

**SALARY:** 37 HOURS PER WEEK TERM TIME PLUS 4 WEEKS  
FMAT BAND C4

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## DETAILS OF THE POST:

The Student Support Assistant is responsible to the Pastoral Deputy Head and reports to the Student Support Manager for the following:

- Cover the lead first aider during their lunch time and at any other times they are unavailable for first aid or already dealing with first aid.
- Checking attendance for lessons and following up on missing information to ensure the records are complete for each day, generation of daily fire registers, supporting Attendance Support Liaison Officer.
- Completing rotas for Assemblies, Department and Leadership on-call, SSA and Teacher duties, prefects and school detentions.
- Providing administrative support to the Student Support Manager.
- All administrative duties related to Year 7 and 10 interviews.
- Administration and recording (including analysis) of all exclusions, uploading details of exclusions to KCC via the digital front door.
- Coordinating sanctions for behaviour and recording these on Classcharts and Microsoft Access.
- Providing termly reports for LG analysing behaviour.
- Collation of feedback for CiC meetings.
- Coordination of community wardrobe.
- Updating SIMS with behaviour data for reports.
- Supporting vulnerable students and providing pastoral support.

- Staff Fund.
- Any other duties as might reasonably be expected within the role as directed by the Pastoral Deputy Head and Student Support Manager.