

THE DOVER FEDERATION FOR THE ARTS MULTI ACADEMY TRUST

*"We provide as wide a framework in the sky as possible so that students and staff can fly.
This produces exciting, creative and innovative work from The Federation Family".*

Job Description

Name:

Post title: Study Support Manager.

Primary location: White Cliffs Primary School.

Reporting to: Assistant Principal and Inclusion Manager.

Liaising with: Principal of School, Multi Academy Trust (DFA MAT) Leadership Team, School Leadership Team, Vice Principal, teaching and support staff, external agencies, pupils and parents.

Responsibilities:

- To cover classes for teacher absence.
- To cover classes for teachers PPA time.
- To plan learning alongside class teachers.
- Responsible for pupil assessment/progress charts.
- Intervention work – manage, plan and deliver personal support programmes.
- Administration and organisation of teaching and learning resources.
- Under the direction of the teachers and subject co-ordinators to complete gap analysis across the College/School in their subject.
- To manage the behaviour support plans on a day to day basis.
- To be responsible for workforce reform tasks.
- To use ICT effectively.

Salary/grade: Salary: Kent Range 5

Working time: 32.5 hours per week. Term time plus development days.

Competencies: To exhibit and promote the following:

- Flexibility.
- Initiative.
- Confidence.
- Creating trust.
- Developing potential.
- Respect for others.
- Team working.
- Understanding others.
- Challenge and support.
- Drive for improvement.
- Impact and influence.
- Managing pupils.
- Passion for learning.

- Quality assurance:
- To help to implement College/School/DFA MAT quality procedures and to adhere to those.
 - To contribute to the process of monitoring and evaluation in line with agreed School/DFA MAT procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
 - To review from time to time methods and programmes of work.
 - To take part, as may be required, in the review, development and management of activities relating to your area of employment.
- Management information:
- To maintain appropriate records and to provide relevant accurate and up-to-date information as required.
- Management of resources:
- To contribute to the process of the ordering and allocation of equipment and materials.
 - To assist your Line Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
 - To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School/DFA MAT, department and the pupils.
- Staff development:
- To take part in the School/DFA MAT's staff development programme by participating in arrangements for further training and professional development.
 - To continue personal development in the relevant areas.
 - To engage actively in the Performance Management Review process.
 - To ensure the effective/efficient deployment of resources.
 - To work as a member of a designated team and to contribute positively to effective working relationships within the School/DFA MAT.
- Welfare of children:
- To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the Designated Safeguarding Lead of any child protection issues that may arise.
- Other specific duties:
- Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the Pay and Conditions of Employment.
 - To play a full part in the life of the School/DFA MAT community, to support its distinctive mission and to encourage staff and students to follow this example.
 - To promote actively the corporate policies and show loyalty to the College/School/DFA MAT.
 - To continue personal development as agreed.
 - To undertake general first aid training if required.
 - To comply with the School/DFA MAT's Health and Safety policy and undertake risk assessments as appropriate.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.