# TONBRIDGE GRAMMAR SCHOOL PROFILE

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| Job Title:  Job Holder:  Line Managed By:  Date:  Pay and Conditions | Student Support Co-ordinator  Curriculum Directors (Year 12 / 13)  September 2021  TGS Support Staff Range 21-24  (pro rata of £26,083-£28,769)  37 weeks during term time    Hours 15 hours per week \*8.00/8.30 am – 4.30/5.00 pm  Two days per week (Tuesdays and Thursdays)  Fixed term to 31 August 2023 |
| **Job Purpose**  To co-ordinate the provision of student academic and wellbeing support for sixth form students; working closely with the Sixth Form Leadership Team to ensure the students with academic and wellbeing needs are identified and that timely interventions implemented, monitored and reviewed. Liaison with external agencies to ensure the most appropriate support is a critical part of this role. | | |
| **Key Areas of Impact**  **Student Wellbeing Support**   * To co-ordinate the system for triaging students in need including addressing immediate needs and identifying where students require additional support. Completing all administration and record keeping associated with the triage process; * To co-ordinate monitoring systems for students requiring support including co-ordination of and attendance at weekly team review of ‘students in need’ meetings and individual student review meetings and associated administration; * To triage day to day student wellbeing issues and signpost to most appropriate support; * To liaise with parents to advise and update on student support as required by the Curriculum Directors; * To build strong relationships and communications systems with internal school support systems beyond the Sixth Form Leadership team (School Nurse, Designated Safeguarding Lead and SENCO for example) to improve timely intervention and communications to support student wellbeing; * To identify range of external agencies accessible by the School to support student wellbeing. To build relationships with identified agencies including understanding of when and how to refer students to improve range and timeliness of wellbeing interventions for students; * To co-ordinate referrals to external agencies for students requiring additional support; * To maintain accurate and up to date internal school records of wellbeing information including: triage log, interventions in the Watchlist, SWAN list, online-safety incidents.   **Student Attendance Support**   * To co-ordinate systems for monitoring student attendance and punctuality; follow up issues of attendance and punctuality and alert Curriculum Director(s) where individual students are identified of concern from attendance and punctuality data; * To actively monitor identified vulnerable students from attendance data and ensure Curriculum Directors are advised of any concerns.   **Student Academic Progress Support**   * To co-ordinate student progress record keeping to ensure accurate and up to date progress data and student records are maintained; * To manage the administration to support the full range of intervention strategies including individual student study agreements, behaviour reports, meeting records, follow-up letters, maintaining student records and scheduling of review meetings; * To co-ordinate the reporting process for year 12 and year 13; * To coordinate and maintain systems for identifying students at risk of underachieving including recording, monitoring and review of agreed interventions; * To support the administration of the student course choices/changes process.   **Student Expectations Support**   * To be proactive in promoting the school ethos and positive behaviour expectations with Sixth form students through:   - Actively ensuring students observe the School dress code  - Actively ensuring students and staff observe IBarn protocols  - Active presence in assemblies   * To undertake regular (2 - 3 week cycle) checks on behaviour and rewards logs and ensure that actions on this information follow agreed protocols.   **Sixth Form Administration Support**   * To ensure systems for daily communications across the leadership team are maintained; * To provide administrative support for the Curriculum Directors in ensuring the Personal Tutors deliver the required weekly programme of events. * To maintain the Outlook Sixth Form calendar so that all information is centrally stored; * To attend the weekly Sixth Form Leadership Team meeting and complete associated administration; * To collate the Sixth Form Student deadlines calendar and Sixth Form Student (online) Handbook; * To provide administrative support for the Extended Essay and TOK with respect to tracking and monitoring progress; * To provide administrative support for the HSE/careers and Skills programme, including year 12 practice interviews; * To provide administrative support to sixth form registration processes including on GCSE examination results day; * To collect and process information for new joiners from feeder schools, including ensuring that paper files and UPN numbers have been provided and appropriately filed; * To provide administrative and organisation support to Sixth Form induction events and activities; * To provide administrative and organisation support to Sixth Form Leadership team in transition events and activities; * To provide administrative and organisational support for Sixth Form marketing events including Sixth Form open evening including co-ordination of sixth form support; * To co-ordinate arrangements for sixth form events including parent consultation evenings; * To co-ordinate leavers’ events and provide administrative support for the sixth form ball committee; * To provide reference information for former students where appropriate; | | |
| **Knowledge & Skills:**  Student Advisors should develop knowledge and understanding of:   * Statutory requirements and practical steps for keeping children safe in education; * External support agencies accessible by the School to support students including students age 18+ * Range of School Policiesincluding: * Child Protection and Safeguarding * Behaviour * Curriculum * Attendance * Students with Medical Needs * Health and Safety * Staff Code of Conduct * Key aspects of the GCSE and Diploma curriculum including the IB Learner Profile * School monitoring and reporting structures | | |
| **Additional Duties and Responsibilities**   * To play a full part in the life of the school community, to support the school ethos and to encourage students to follow this example. * To actively promote school policies. * To carry out lunchtime canteen duties and after school bus supervision on a rota as required. * To provide registration or lesson cover as required. * To support the Student Advisors for years 7 to 11 during times of absence or as required. * To actively engage in the staff review and development process. | | |
| **Personal Qualities:**   * Ability to work as part of a team and collaborate with others * Good interpersonal skills and communication (verbal and written) * Ability to work to deadlines and anticipate and pre-plan workloads * Ability to be accurate and methodical * Discretion, integrity and confidentiality * Adaptability and initiative * Clarity of thinking in complex circumstances * Proven ability to relate well to young people * Emotional resilience * Sense of humour   **Technical Skill Requirements**   * Accurate use of English, grammar, punctuation and syntax * High levels of working accuracy and attention to detail * Highly proficient in Microsoft Office including word, excel and outlook * Proven ability to use spreadsheets and databases * Knowledge of desktop publishing (desirable) * Knowledge of education administration software (desirable)   *Please note all of the above qualities and skills are deemed essential to the post unless otherwise indicated. Please ensure that your written application form provides evidence of your proven abilities in relation to these qualities and technical skill requirements.* | | |

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Head Teacher……………………………………………………………………..

Signed by Post Holder………………………………………………………………………..