



ST ALBAN'S CATHOLIC HIGH SCHOOL

KEY STAGE 4 STUDENT SUPPORT LEAD

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary / Grade	Grade 5 point 20-25 (£30,298 - £33,945 FTE)
Hours	35 Hours per Week / 40 Weeks per Year
Responsible to	Head of Safeguarding
Liaising with	All school staff, external support services and parents

Job Purpose

The purpose of the role of Student Support Lead is to provide high quality pastoral care and support to individual students and groups of students in achieving their potential by removing barriers to learning.

Main Duties and Responsibilities:

Student Pastoral Support

- Act as Alternate Designated Safeguarding Lead and be first responder to all safeguarding concerns for KS4
- Support the Key Stage 4 team in promoting high standards within the Key Stage
- Work with Subject Leaders, Form Tutors and Heads of Year to ensure effective pastoral care
- Investigate incidents of poor behaviour in conjunction with the Head of Year
- Provide effective one to one support to individual students and signpost students and parents to appropriate support
- Support Form Tutors in good communication with parents /carers
- Promote and encourage the spiritual and social life of the year group and create opportunities for friendship between students
- Liaise with external agencies e.g. Education Welfare Service, Social Care, to support students and their families
- Represent the school at meetings for children in the Key Stage
- Referrals to Social Care, Police, Health or Local Authority as necessary
- Referrals to school nursing service and counselling
- Undertake all reasonable precautions to safeguard the health and safety and wellbeing of students and staff at all times within year activities
- Support student mental health and wellbeing as part of the Mental Health First Aider team and provide day to day support

Student Progress

- Facilitate intervention programmes in collaboration with the Heads of Year, Inclusion, Chaplaincy and support staff as appropriate
- Inform teachers on specific needs and gifts of individual students
- Praise and reward students

Attendance monitoring and intervention

- Liaise with school attendance officer to implement strategies to improve punctuality and attendance
- Support the Head of Year with planning and monitoring the education of students who have long-term absence through sickness
- Work with the school and Local Authority attendance teams to ensure all students are attending education.
- Take adequate steps to address Children Missing/Absent from Education (CME/CAE)

Admissions

- Contact previous school to arrange transfer of pupil file/safeguarding file
- Reviewing all safeguarding files for new students

Administration / Other

- Keep accurate student records including timely and accurate safeguarding files
- To provide pastoral administrative support
- Leading whole school Safeguarding training

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not specifically be identified. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and be conscious that an email sent from a school account, in essence, represents the school.

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

Person Specification

Knowledge	Essential	Desirable
Have knowledge and understanding of the secondary school curriculum experience	✓	
Have an understanding of the emotional and academic development and changing needs of students through the different stages of their school life.	✓	
Understand Safeguarding procedures, including referrals	✓	
Good ICT skills	✓	
Have knowledge and understanding of the secondary school curriculum experience	✓	
Have an understanding of the emotional and academic development and changing needs of students through the different stages of their school life.	✓	
Knowledge of ARBOR		✓
Experience of One to One Support		✓
Skills and abilities		
Have the ability to empathise with students and families experiencing difficulties academically, behavioural or social	✓	
Be willing to be involved in all aspects of school life.	✓	
Ability to work effectively with colleagues and external agencies	✓	
Understand and support the partnership of school, parish and home	✓	
Ability to develop effective relationships	✓	
Understand the academic and social demands on young people.	✓	
Ability to actively listen and to be able to respond appropriately	✓	
Ability to communicate effectively and professionally to a range of audiences (verbal)	✓	
Have initiative and be able to work both independently and as part of a team	✓	
Have excellent interpersonal skills	✓	
Have excellent organisational and prioritisation skills	✓	
Have the ability to think creatively to achieve planned outcomes	✓	
Ability to communicate effectively and professionally to a range of audiences (written)	✓	
Ability to work with colleagues to develop and plan activities		✓
Emotional literacy		✓
Qualifications and Experience		
GCSE English and Maths (Minimum C Grade) or equivalent	✓	
Qualification at Level 3 or above		✓
Have relevant experience of working with young people in a school environment	✓	
Have a proven ability to relate to young people and all those involved in education	✓	

Have relevant experience of undertaking safeguarding work	✓	
Personal Attributes		
To be committed to the mission of St Albans Catholic High School	✓	
Have a willingness to seek and accept guidance	✓	
Have a proactive approach to problem solving	✓	
Be caring and sensitive to the needs of others	✓	
Be Resilient	✓	
Be a team player	✓	
Critically reflective		✓
Ability, imagination and a willingness to do things differently and try new ideas		✓
Commitment to taking part in extra curriculum activities		✓

Signed:	
Postholder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Revised May 2024