

Job Description

Title of post	<i>Student Progress and Well-Being Assistant</i>
Salary	Band E, Points 6 to 9 £26,847 - £28153 FTE; Actual Salary £23,016 - £24,135
Hours of work	<i>37 hours per week, term time only. However, colleagues may be required to work out of school hours by negotiation.</i>
Line manager and responsible for reviews	Learning Manager: Student Progress

Purpose of the Post

The purpose of this post is to support young people to achieve high standards in behaviour for learning, academic progress and achievement. Key responsibilities include: · Supporting students wellbeing and mental health · Liaising between parents, students, staff and outside agencies · Supporting the work of the SENCo. · Supporting the school in celebrating the achievements of all our learners · Supervising students in the absence of their normal teacher.

The Student Progress Team work closely together, led by the Student Progress Director and under direction from the Deputy Headteacher.

Responsibilities

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

Supporting Students

- To develop, plan and implement strategies to address the pastoral needs of students (including the Child Protection needs) within the year group and to offer information, advice, and guidance to other staff regarding the support of students.
- Support students' well-being and mental health.
- Support parents and carers to support their child to reach their full potential.
- Support students experiencing behaviour/emotional difficulties as directed by the Learning Director: Student Progress.

- Work alongside the Student Services team to provide support for students who are unable to attend the school, which may include home visits.
- To liaise with parents and carers regularly, supporting the effective communication between the school and home.
- Keep accurate records of all appropriate information correctly on the school's monitoring systems eg CPOMS, Sims etc.
- Support the work of the SENCO as directed.
- Be a 'point of contact' between the school and external agencies involved in supporting students, proactively initiating, and establishing links with other services as necessary and maintaining positive working relationships to facilitate successful outcomes for students.
- Attend multi-agency meetings to fully support students' needs and act upon any issues arising in an effective and comprehensive manner.
- Supervision of Gatherings.
- Support wider work of the Student Progress Faculty as directed by the Learning Director: Student Progress.

Medical Support

- Support students and staff who are unwell or require attention out of lessons.
- Contact parents or outside agencies which may result from above.
- Liaise with medical support teams as required.
- Undertake First Aid training as required by the school.

Covering classes for absent teaching staff

- Supervise classes in the absence of their normal teacher. The work will be mostly with main school (Years 7 – 11) but occasionally sixth form. Preparation, marking and reporting will remain the responsibility of the normal teacher.
- Liaise with teaching staff regarding planned work and feedback from lessons.
- Organise students to complete the work set by their normal teachers in a manner prescribed by school policies and the staff handbook.

School Examinations

- Invigilate school examinations at all age levels as required.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.