

JOB DESCRIPTION

Job title *Student Support Co-ordinator* **Job ref no** *AAAE7066*

BASIC JOB PURPOSE:

To support the Year Progress Leader to ensure high quality pastoral care for a cohort of students within a Year cohort. To promote high levels of attainment, development, welfare and behaviour.

MAIN RESPONSIBILITIES:

1	To encourage positive attitudes and behaviour for learning in and around school.
2	To liaise with colleagues, parents and outside agencies with regard to student welfare and development.
3	To plan and help implement support strategies for students with a wide range of needs.
4	To give assistance to those students requiring additional help and supervision.
5	To be a point of immediate referral from colleagues to assist in resolving matters of attendance, punctuality, uniform and general behaviour.
6	To support the work of Form Tutors in their pastoral roles and where necessary under direction of the Year Progress Leader refer matters to the appropriate internal or external agency e.g. Education Welfare Officer (EWO), SENCO, Counsellor, Family Support Worker, School First Aid, or Safeguarding Officer.
7	To attend where necessary, TAF meetings and other meetings with internal and external agencies.
8	To input into the completion of TAF paperwork.
9	To support students who are newly admitted to school or returning following absence.
10	To work with others to monitor attendance; this includes supporting the Year Progress Leader in meetings with EWO, organising meetings with parents, students and EWO in school to resolve matters of attendance.
11	To support aspects of Personal, Social, Health and Citizenship Education.
12	Working with others to arrange and deliver proactive intervention programmes with groups of individuals, e.g. Anger Management, Building Self Esteem, Mentoring.
13	Work alongside school staff to identify students who may be at risk of failure.
14	Establish and maintain supportive relationships with students with the clear aim of developing strategies which re-engage them with education in the wider sense.
15	Work directly with students and their families to identify barriers to learning and establish an Action Plan and a Support Plan as appropriate.
16	Monitor and review Action Plans and Support Plans, where in existence, and report on a regular basis to appropriate pastoral leaders.

17	Attend relevant pastoral meetings to provide data and written progress reports which may be required.
18	Liaise on a daily basis with Year Progress Leader(s) and carry out relevant duties as directed.
19	Carry out relevant duties such as lesson changeover duties as required.
20	Contribute to the First Aid provision of the school.
21	To take responsibility for the support of all behaviour across the school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	