

Hartismere School



Maternity Cover Student Support Manager (required December 2026)

**Grade 5 point 15-22 (£33,699 - £40,777 full time rate per annum,
which equates to £28,745 to £34,784 pro rata)
37 hours per week - 39 weeks per year (term time + pd days)**

Responsible to: Assistant Headteachers

Key Objectives

- To manage the day to day running of the Silent Working area, ensuring pupils are effectively supervised and completing the learning provided; to offer support and guidance to students, parents and staff to ensure each student is listened to and can achieve their full potential.
- To work with the pastoral teams to promote good attendance through the use of data; by working with individual pupils and their families and liaising with external support services, including the Education Welfare Officer.

Duties and responsibilities

- To provide feedback and encouragement to pupils in relation to their progress whilst in the Silent Working area.
- To support the pastoral teams in key stages 3 and 4 with pupil attendance
- To create attendance tracking information for use by pastoral staff.
- To send attendance and punctuality letters, where agreed. Ensure triggered communication relating to attendance and punctuality are issued accurately and timely.
- To communicate attendance concerns to parents and carers.
- To advise and help families to ensure their children attend school regularly and communicate clearly attendance procedures and expectations of the school.
- To track pupil attendance by collecting and analysing attendance data/trends.
- To be responsible for support staff providing Silent Working cover.
- To liaise with subject teachers when appropriate, collating resources and gaining key information about programmes of study in order to prepare for supporting pupils during their day.
- To record and report on behaviour and conduct in the Silent Working Area.
- To maintain appropriate records using the school's management information systems.
- To promote positive values, attitudes and behaviours at all times.
- To provide challenge and motivation to ensure a calm working environment.
- To familiarise themselves with online work and support pupils to access lessons or other agreed work whilst in the Silent Working area.

- To ensure that pupils have access to all the equipment that they will need to work in silence in the Silent Working area.
- To support the supervision of pupils on internal exclusion at break and lunch time.
- To liaise with the year teams, pastoral teams and the leadership team regarding pupils placed in Silent Working area.
- To manage the school's after-school detention system, including supervision rota and informing parents and students; follow-up on students who do not attend.
- To organise and run meetings of the School Council, distributing agendas and minutes; liaising with the leadership team and feedback to tutor groups.
- To manage the school's system of commendations; ensuring trophies engraved and up-to-date.
- To assign information memos written by school staff using the School's Management Information System.
- To provide spare uniform, make-up remover and plimsolls where needed.

Safeguarding

- To be aware of and comply with policies and procedures relating to child safeguarding (e.g. Keeping Children Safe in Education, Prevent), our safeguarding and child protection policies as well as health, safety, confidentiality and data protection.
- To work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- To promote the safeguarding of all pupils in the school.

To support and exemplify high standards of personal conduct in harmony with the School's Code of Conduct

Any other duties as may reasonably be directed by the Headteachers

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Hartismere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.

To apply please complete an application form via our website www.hartismere.com.