**Nunnery Wood High School**

**JOB DESCRIPTION**

Post Title: Student Support Manager

Grade: Scale 6 (£12.95 per hour)

Responsible to: Assistant Headteacher (Pastoral)

Responsible for: None

Hours of duty: 37 hours per week – term time only plus 10 additional days (including TED’s)

 Working times to be negotiated with the Assistant Headteacher (Pastoral)

Any Special Conditions: There is a non-smoking policy anywhere on the school site.

 Extra hours will be negotiated as necessary with Senior YTL

Main Purposes of the Post

* To lead all practice and systems to ensure all students attend school regularly and are on time.
* To assist the Year Team Leaders in providing the best possible pastoral support for all students.
* To play a key role in raising standards of achievement throughout KS3 and KS4.
* To support an inclusive approach through personalised, targeted interventions.
* To be a named Child Protection Professional for Nunnery Wood High School.
* To lead all practice and system to ensure all PLAC & LAC students fulfil their potential.
* To liaise with SLT, Year Team Leaders, teachers and non-teaching staff as necessary.

Mentoring

* Provide a role model and mentor students who may temporarily be struggling to cope with various aspects of school life. In particular issues of:
* Transition from KS2 to KS3
* Bullying
* Organisation
* Coursework / Homework
* Undergo training to develop skills necessary for the effective counselling of students with emotional or behavioural difficulties.
* Set short and medium term targets for students identified in need and monitor progress towards target completion.
* Provide a ‘drop in’ facility during suitable non-contact times for students looking to access advice and support.

Administration

* Meet routinely with Line Manager
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* Be responsible for all LAC and Child Protection administration.
* Ordering and distribution of Learning Journals.
* Administration support as required.

Monitoring the progress of students

* -Work in multi-agencies groups to gather and share information to ensure the correct provision is in place for students
* -To engage in school supervision practices to ensure case progression
* -To communicate with teachers, form tutors and pastoral staff to share and gather information
* -To use school recording processes to capture key safeguarding information

Standards

* Co-ordinate all actions with regard to students who are not punctual and liaise with Year Team Leader and Education Welfare Officer.
* Support the Year Team Leader by helping ensure standards of school uniform are maintained to high levels.
* Ensure appropriate actions are taken re. students failing to meet attendance targets.
* Lead professional for LAC reviews.

Student Behaviour

* Play a key role in supporting the Year Team Leaders maintain high standards of student behaviour. In particular:
* Support Year Team Leaders to provide cover for students who are working in isolation because of unacceptable behaviour.
* Provide ‘on call’ support for students who are behaving inappropriately in lesson.
* Assist the Year Team Leaders in the investigation of incidents.
* Provide a high profile, pro-active presence during breaks and lunchtimes in support of daily duty teams.
* Attend all meetings re. LAC reviews, Children’s Services, appropriate adult meetings, Child Protection, Multi Agency etc.

Parental Contact

* With regard to all the issues outlined in this document, provide a point of contact for parents and, in liaison with the Year Team Leaders, make parental contact as and when required.
* With regard to students providing persistent cause for concern, build up and maintain on-going contact with parents and strengthen the home, school, student partnership.
* Provide support to relevant Parents’ Evenings.
* The ability to support pupils/respond to parents through fluent and accurately spoken English.

Other Work

* To undertake other pastoral work as directed by the line manager to support student achievement and student support, advice and guidance as required and depending on the experience and skills of the post holder. The post holder must be willing to be flexible and undertake training to develop any necessary skills required to raise the achievement of students in any field (e.g. attendance procedures, child protection, safeguarding, behaviour management etc.)

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees’ health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.