

Job Description

**Title:** Student Support Manager

**Reports to:** Deputy Headteacher (Behaviour)/Headteacher

**Pay Spine Point:**  Grade 7 £29,527 - £33,488

**Responsible for:** To lead on Behaviour and culture across the academy supporting the needs of students who struggle in mainstream provision and including those whom need AP to achieve their full potential To develop innovative best practice solutions to Inclusion within the academy

**Contract Type:** Term time plus 3 weeks

***Key Accountabilities:***

* Reporting to the Deputy Head Teacher/Assistant Headteacher Pastoral, this post holder will be accountable for
* Supporting the DHT for Behaviour with all matters pertaining to behaviour including, but not limited to, parent meetings, managed move meetings, AP visits and meetings.
* Operational line management of staff employed within the wider behaviour team, for example City Year and Student Support Champions.
* Develop and maintain relationships with schools within Sandwell to ensure that cross collaboration continues to take place between Q3 Langley and local schools.
* Supporting the DHT for Behaviour with ensuring that the academy maintains its anti-bullying and anti-discriminatory practices.
* Support the DHT for behaviour with ensuring that the academy's AP budget is not exceeded by ensuring that students are given appropriate support and all avenues are exhausted before AP is considered.
* Supporting the needs of identified pupils/groups of pupils contributing to more effective learning through improved behaviour and social skills.
* To be an integral part of the pastoral team which include Heads of Year, SENDCO, Vocational educational leads, and Safeguarding Leads.
* Conduct restorative work providing social skills and behavioural support for pupils who find particular areas of education challenging.
* There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of the pupils, parents/carers and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.

***Key responsibilities:***

* Work as part of the Pastoral Team in the inclusion unit and in classrooms, this will include assisting HOY in producing PSPs.
* Supervise the Inclusion unit
* Implement established programmes (e.g. anger management, self-confidence, etc) with individuals or small groups.
* Operate reward and sanction systems (in conjunction with the school policy) and work with the pastoral staff on developing and implementing Pastoral Support Programmes.
* Under the direction of the DHT/AHT Pastoral Lead, communicate with parents / carers and outside agencies as part of school behaviour improvement strategies. This will include Home Visits.
* Provide a daily lunchtime club / activity for vulnerable students and / or assist in general supervision of students at break times & lunchtimes.
* They will maintain records and collect data relating to behaviour as directed by the AHT Pastoral Lead.
* Where directed, supervise 3pm to 4pm detentions including Friday Head of Schools.
* Work with outside agencies to ensure appropriate support and intervention is in place for both pupil and family/carers
* Work with outside agencies to develop workshops, presentations and assemblies for vulnerable groups of pupils

***Support for T&L:***

* Work with, guide and challenge identified pupils.
* Work with pupils on an individual and group basis to contribute to more effective learning through improved behaviour, attendance and social skills. This may also take place in lessons where appropriate.
* Assist in the recording of behaviour incidents using the school system
* Monitor and report on the implementation of pastoral support plans/interventions with pupils and contribute to the review of these plans.
* Participate in training in order to keep up to date with possible sources of support and strategies for working with pupils.
* Comply and assist with policies and procedures relating to child protection, reporting concerns to an appropriate person.
* To work with identified pupils as an alternative to exclusion and/or to prevent exclusion.
* Communicate with parents to facilitate effective support programmes for the pupils.

***Support for the academy:***

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
* Attend and participate in meetings as required before and after the school day.
* Participate in training, other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the supervision, training and development of staff.
* Any other duties commensurate with the duties/responsibilities/grade of the post
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

***Culture:***

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with MERCIAN TRUST’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with MERCIAN TRUST’s policy relating to the promotion of Equality, Diversity and Inclusivity

***TERM TIME PLUS THREE WEEKS:***

* Undertake any other duties appropriate to the grade of the post as requested by your Line Manager
* MERCIAN TRUST is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

***Component 1 – Wider Professional Effectiveness***

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

***Component 2 – Role Model***

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

***Additional Components***

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
* To embrace the Academy’s pursuit of excellence.

***Health and Safety Responsibilities***

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academy is a designated no smoking site.

***The Academy is committed to safeguarding and promoting the welfare of children.***

***All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.***