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**Job Title: Student Support Manager**

**CONTRACT:** Permanent

Full time: 37 hours per week / 52 weeks per year

**SALARY SCALE**: Band D

Starting Point 9 £21,269

Responsible to: Deputy Headteacher: Director of Safeguarding and Welfare

Assistant Headteacher: Director: Behaviour & Attendance

Year Leader of Year 7/8/9/10/11

Key Contacts: Form Tutors in Year Team

Parents

Key outside agencies

Student Welfare Manager

Student Attendance Manager

SENCo

**Job Summary:**

To support Every Child Matters agenda in supporting the Year team in ensuring that students:

* Enjoy and achieve
* Are healthy
* Stay safe
* Make a positive contribution
* Achieve economic well-being

**General Duties**

* To carry out first day calling for absence
* To monitor attendance and punctuality
* Home/school liaison, including home visits
* Counseling and mentoring students
* Monitoring standards of appearance
* Detention duty and monitoring of detentions including litter picking
* Administration of the rewards system
* Collection of monies
* Arrangements for off-site activities including residential and Challenge activities/ Summer school
* Co-ordination of PSP and RTS re-integration meetings in liaison with the Assistant Headteacher Director of Behaviour and Attendance and the Year Leader
* Preparation of paperwork, including all referrals, statements for, and attendance to, Governors’ Disciplinary meetings
* Marking registers in the absence of Form Tutors
* Assemblies in liaison with the Year Leader
* Invigilation/exam support where required including cover for one to one SEND access arrangements
* Meetings with outside agencies
* Coordinating Year Council meetings
* Management of behaviour issues
* Monitoring of daily reports
* Attendance to Parents, Parent Information, Option (Y8) and Open Evenings (Y6 into Y7, Y11 into Y12) as required for specific year group
* Assistance at off-site and holiday courses as appropriate
* Planning, organising and implementation of Year 6 Transition Summer School.
* Cover for Student Welfare Manager regarding First Aid
* Completion of EH/MARF referrals and co-ordination and attendance at TAF, Case Conferences, CIN and core group as appropriate, in the assistance / absence of the DSL
* Monitoring and daily upkeep of records on eCAF
* Supervision of students during Monday and Wednesday enrichment as required.
* Co-ordination of work for students who are isolated, excluded or long-term sick.
* Collation and distribution of Termly Reports to Parents.
* To assist the Designated Senior Person for Child Protection through reporting incidences and in attendance to Child Protection and following cases through to case conferences as necessary.
* To attend any necessary training required to carry out the duties detailed in this job description and to meet the requirements of the person specification.
* To deputise for the Year Leader where appropriate.
* Reserve cover for Internal exclusion unit, removal of excluded students due to poor behaviour to Senior Teacher
* Updating alternative provision records weekly.
* Updating register codes for alternative provision students
* Organising and attending alternative provision meetings at various external placements
* Organising and implementing extra-curricular clubs, i.e. breakfast and lunch times.
* Monitoring and chasing non/attendance to holiday schools being first contact for teaching staff

**Specific Duties for Year 11**

* To support the organising arrangements for End of Key Stage 4 Celebrations
* Planning, organising and implementing the leavers’ Prom, hoodies and year book
* Daily break time canteen duty (when teacher not available)
* Posting / distribution of letters, texts, emails for SLT, HOD and YL
* Monitoring attendance to interventions, issuing detentions for non-attendance

**Specific Duties for Year 7**

* To support the Year Leader with regard to the transfer of data from primary schools
* Year 6/7 transition arrangements, supporting the person responsible for Transition and the Year Leader

**Other**

* To participate in the operation of the Academy’s Personal Performance Development Scheme.
* To carry out their duties in line with policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, The Equality Standard and obligations under the Race Relations (amendment) Act 2000.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
* The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work Act 1974.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Support Manager)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Headteacher)