JOB DESCRIPTION

Designation of Post:	**Student Support (Year Group specific)**	Pay Scale	**Band F (SCP 12-17) £22,571- £24,920 pro rata** (Actual £19,499 -£21,528 based on 36 hours, 39 weeks per annum)
Responsible to:	Head of Student Services		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Key objectives:

- To work under the direct supervision of the Year Leader for Year 7 or Years 8 & 9 or Years 10 & 11.
- The purpose of this role is to support the Year Leader and ensure the smooth running of the year group/s.
- The role demands a flexible approach so that students are fully supported and communication between home and school is efficient.

Role Responsibilities:

- Responding to parental calls, emails and letters.
- Managing the calendar to organise and schedule meetings, phone calls and training for the YL (Year Leader).

- Acting as first response for student issues throughout the day including but not limited to: taking statements, resolving student issues, returning students to lessons, organizing pass-outs, making phone calls to parents/carers and responding to staff emails.
- Logging interactions, meetings, concerns on the relevant system: Class Charts, CPOMs, Provision Map etc
- To oversee the availability and access of work for students who are suspended
- Communicating issues and actions taken with the YL and deciding on appropriate next steps.
- Responding to entries on Class Charts, CPOMs, Provision Maps as appropriate.
- Managing the reward shop, overseeing the distribution of rewards to the allocated year group/s.
- Support the YL with meetings including making a record of meetings, taking appropriate actions as directed by the YL.
- Attend Student Services Team meetings and Year Team meetings.
- Support year group specific events.
- Assist the YL with student support plans using the plan, do, assess, review cycle.
- Support the YL with strategies to improve student attendance and punctuality, such as phone calls home, letters and intervention.
- Support the year group during assemblies including taking registers for absent colleagues and assisting the YL as required.
- Liaise with key members of the Student Services and Learning Support teams, identifying need and signposting students to appropriate support.
- Liaise with external agencies to fully support the YL and open cases.
- Work with individual students and small groups to resolve issues through early identification and early intervention.
- Undertake any other duties and responsibilities reasonably commensurate with the grading, as required by the Headteacher.

Developmental:

- Seek relevant CPD opportunities to enable appropriate support for students in the year group.
- To maintain a thorough, up to date knowledge and understanding of policies, issues and legislation in relation to the support of students in schools.

<u>Additional Duties</u>

- **Safeguarding & Child Protection**

  Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

- **Health & Safety**

  All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

- **Equality & Diversity**

  All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

- **Data Protection**

  All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.