



ST PETER'S SCHOOL HUNTINGDON

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Student Support Manager
HOURS WORKED:	37 hours per week, term time plus one week
GRADE:	Scale 5 point 12-17
RESPONSIBLE TO:	Heads of Year
PURPOSE OF JOB:	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. • To manage students across year teams and contribute to raising standards of student attainment by providing a high level of pastoral support to students. • To support teaching staff and to ensure high standards of behaviour and expectations in and out of lessons. • To work with parents and other outside agencies to ensure a co-ordinated response to the care, guidance and support of students.

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

MAIN RESPONSIBILITIES:

General

- To promote the general progress and well being of individual students and of the year team(s) as a whole
- To support assemblies as part of the assembly programme
- To resolve problems experienced by students, liaising with school staff and other agencies as require
- To keep up to date records of all interactions and communicate them to appropriate school staff, maintaining confidentiality, as appropriate
- To help to resolve parental concerns
- Where required, meet parents and complete school paperwork to support students who are experiencing difficulties in school and implement support structures where necessary.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To liaise with the School Attendance Officer regarding attendance and punctuality liaising with the Educational Welfare Officer on matters of concern.

To contribute to the intervention programme as directed by Head of Year e.g. Pupil Premium students

Students

- To manage, deliver and implement all aspects of pastoral support to students at St Peter's School.
- To support the Behaviour Policy and its rewards and sanctions, liaising with Head of Year, SLT, HOD, subject teachers, tutors, etc.
- Responding to requests for emergency support in lessons and taking appropriate action to deal with incidents effectively, including follow up interventions.
- Take a pro-active role in the support for students with special needs. Liaison with SENCO to discuss the provision of support for students with special educational and/or emotional needs.

- Ensure appropriate and swift referral for distressed/emotionally unstable students.
- To challenge and motivate students, encouraging their enthusiasm and independent responsibility for their own well-being, personal and academic development/achievement.
- Liaise with the Head of Year, student services, HOD and SLT regarding the admissions of new students to the school to ensure successful integration.
- Dealing with uniform and associated issues, including contact with parents

Attendance

- Day to day management and monitoring of attendance issues, including contact with parents/carers, Attendance Officer and all other associated attendance issues responding to any issues arising.
- Provide first point of contact, attend weekly meetings, and PACE meetings if required with EWO regarding the monitoring of attendance and planned strategies for any issues arising. Implementation of planned strategies and participating in home visits when required.

Communication

- To keep the Head of Year and tutors informed of any significant issues that affect individual students
- To liaise closely with Head of Year, tutors, subject teachers, Student support team and SLT to identify students in need of support and to keep these colleagues informed of students' progress and development.
- Liaison with external support agencies such as Social Services, EWO, police, etc.
- To work closely with the other student Support Managers contribute to the fostering and development of a mutually supportive and pro-active working environment.
- Provide assistance to and cover for other student Support Managers where necessary and share personal expertise.
- Establish and develop constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, academic and personal development and supporting home to school community links.
- To undertake the completion of Early Help Assessment, forms and act as Lead Professional (where appropriate)

Administration

- Day to day management of year team administration, e.g. dealing with correspondence, making telephone calls and contributing to the organisation of other relevant matters
- Working closely with student Services in respect of the relevant areas
- Provide support services to link Head of Year, tutors and senior staff including arranging meetings and referrals where necessary
- Participate in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems, etc

The school

- To contribute towards the maintenance of a safe and healthy working environment
- To assist in the implementation and promotion of school policies and procedures, for example, uniform, attendance, personal development and academic achievement
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example, thus contributing to the overall ethos/work/aims of the school
- To be qualified in first aid and provide for response if required

Safeguarding

- To support the safeguarding lead as and when necessary

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.