

Salendine Nook High School Job Advert

STUDENT SUPPORT MANAGER



Responsible to: Director of Student Support

Grade: 7 / 8

Purpose of the job:

To raise achievement by supporting students so that they can take full advantage of the broadest possible education and to be successful in their own right.

Student Support Managers will work with the Director of Student Support and the Heads of Year in the first instance to ensure that all students are given the support they need to allow them to display excellent timekeeping, regular and excellent attendance, behave and dress appropriately and, most importantly, to take full advantage of the widest possible education available at SNHS. Student achievement and success is at the heart of this work.

Main duties and responsibilities:

- To ensure that all school procedures relating to attendance and lateness are followed and recorded.
- To implement school policy on procedures and sanctions relating to behaviour e.g. lesson checks, reports, detentions, exclusions.
- To liaise with parents to keep them informed regarding any issues relating to their child's behaviour.
- To liaise with outside agencies as appropriate.
- To assist with the preparation of reports/records of meetings and to attend where appropriate.
- To ensure appropriate arrangements are made for students who are excluded, are unwell or have accidents e.g. appropriate work sent home.
- To assist with events such as medicals, photographs, parents' evenings if staffing requires.
- To uphold the SNHS uniform code.
- To be part of the rota for student supervision before school, in Isolation and detentions and immediately after school

- To ensure students receive mentoring and support which enables them to resolve difficulties and concentrate their efforts on appropriate academic achievement.
- To induct new students.
- To support the implementation of a positive ethos within year groups and promote a positive behaviour code for students within these groups.
- To assist when requested at interagency or other professional meetings.
- To ensure the maintenance of accurate and up to date student information on SIMS, CPOMS and behaviour trackers and alert staff as necessary.
- To assist the pastoral team in any reasonable task according to need.

General

- To maintain high standards of confidentiality.
- To act as the point of contact for access to services and programmes for their supported students.
- To encourage their students to engage in out of school hours motivational learning opportunities.
- To carry out administrative tasks associated with all of the above duties.
- To remain aware and work within all relevant school working practices, policies and procedures.
- The post holder is responsible for his/her own self development on a continuous basis.
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety, Data Protection).
- To maintain up to date information in relation to the changing national context.
- To undertake other duties appropriate to the grading of the post as required.