

Bishop Bewick Catholic Education Trust



Job Description

Post Title: Student Support Manager (A5255)

Grade: Grade BB05 (Scale Points 13-17)

Responsible to: Assistant Headteacher (Pastoral)

Responsible for: n/a

Job Purpose: To develop a sound understanding of the school curriculum and pastoral care provision. To develop strategies and policies which assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement. To liaise with the Assistant Headteacher Pastoral and Subject Leaders to identify an agreed caseload of pupils to work with. To establish and develop effective 1:1 mentoring and other supportive relationships with children and young people. To ensure high levels of student attendance, punctuality and behaviour across the academy. To work closely with students, parents and staff to ensure students access the whole academy environment

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To meet regularly with the Head(s) of Progress, to discuss referrals and identify students who need monitoring and intervention with regard to uniform, behaviour and/or attendance.
- To track and monitor uniform, behaviour and attendance issues and to ensure clear communication between school and home regarding this.
- To support the SLT and Head(s) of Progress in following up instances of unacceptable behaviour.
- To work closely with the Head of Progress, Form Tutor and SENDCO to ensure that the needs of 'targeted groups' or individuals are met.
- To support the Head of Progress with the implementation and monitoring of action plans/reports.
- To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for the students.
- Putting into place agreed action plans and strategies to ensure reintegration of excluded students, and where appropriate, to be involved in reintegration meetings.
- To provide support with administrative tasks such as issues relating to attendance, trips/expansive education week, punctuality concerns and completion of relevant conduct details in our management information systems.
- Supporting the monitoring of attendance and strategies to reduce persistent absence and improve overall attendance.
- Carrying out home visits to identified students and the families.
- To facilitate the sharing of relevant information between local agencies and schools and be a point of contact for accessing a range of community and specialist support services.
- To attend meetings with parents and outside agencies i.e. Children's Services, Police where appropriate



- To provide 1:1 or small group support for identified students as part of a pre-arranged agreed strategy e.g. counselling, anger management, mentoring, restorative justice etc.
- To assist with any relevant Key Stage work (i.e. transition, the options process, careers guidance) Maintain student Notice Boards to highlight and celebrate successes
- To keep up to date with the latest academic and behavioural support strategies.
- To keep up to date with the latest Child Protection issues, procedures and practices.
- Supporting assembly and other year team event planning.
- Supporting the Head of Progress in year team meeting preparation and management and deputising for Head of Progress when necessary.
- Involvement in ensuring safeguarding children procedures operate effectively in the year teams
- Liaising with, attending and communicating information from multi agency meetings to relevant staff.
- Supporting the supervision of lessons, withdrawal and supervising of students in detention (where appropriate).
- To build partnerships with parents/carers and external agencies to support student academic progress and social development.
- Respond to parent/carer enquiries by telephone, letter or email as appropriate.
- To keep accurate records of all communication with parents, all behaviour and reward issues, and any other pertinent information relating to students within the year group.
- To undertake any other duties, consistent with the nature of the post, which may be required from time to time by the Deputy Head teacher or by the Head teacher.
- To contribute to and promote the ethos and values of the school.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.