



SALENDINE NOOK
HIGH SCHOOL

CANDIDATE INFORMATION PACK

Student Support
Manager



Heritage MAT
Excellence through collaboration

Student Support Manager

JOB DESCRIPTION

<u>Trust School:</u>	Salendine Nook High School
<u>Grade:</u>	Grade 7/8
<u>Hours:</u>	37 per week term time only
<u>Contract type:</u>	Permanent
<u>Reporting to:</u>	Director of Student Support / Head of Year and Assistant Principal for Behaviour and Attitudes
<u>Responsible for:</u>	None
<u>Job Purpose:</u>	<p>To maximise student achievement by providing the necessary support for students to fully engage with the broadest educational curriculum and realise their individual potential.</p> <p>Student Support Managers (SSMs) are tasked with ensuring all students receive essential assistance, working closely with the Director of Student Support and Heads of Year. Key areas of focus include promoting exemplary timekeeping, maintaining consistent and excellent attendance, upholding appropriate behavioural standards, ensuring suitable attire, and, above all, facilitating full student engagement with the comprehensive educational provision at SNHS. This work is centrally focused on driving student achievement and success.</p>

Key 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 Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the school's arrangements for appraisal, professional development and other mandatory training;
- 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.
- The post holder is responsible for his/her own self development on a continuous basis.
- 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 such duties as may be reasonably required by the line manager which are in line with the grading of the post.

Person Specification

Essential

- High standards of achievement and professionalism.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
- Good organisational and planning skills including prioritising tasks.
- Ability to work as part of a team and on own initiative and with resilience.
- Thinking creatively to anticipate and solve problems.
- High expectations of others.
- Staying calm and cheerful when working under pressure.
- Confident in offering support and guidance to staff, students and parents.
- Sharing and contributing to the aims and ethos of SNHS including a positive attitude to working with people with disabilities
- Commitment to the personal development of all students, staff and self.
- Being prepared to take advice, recognising own need for development and keen to learn new skills.
- To have a good health and attendance record, and being committed to maintaining this to carry out a busy and demanding post.

Desirable

- Successful experience of managing and organising own work.
- Having a sense of humour.

- Experience of working in an educational setting with students with challenging behaviour
- Demonstrable experience of working with young people and families
- Experience of working in a multi-agency setting
- An understanding of the specialist support services available to young people locally.
- Hold relevant professional qualification in education, youth or social work or has other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to work with young people.
- Holds First aid at work qualification or willingness to undergo first aid training.

Practical skills

- Ability to prioritise own workload
- Counselling skills
- Ability to communicate with young people, both individually and in a group setting.
- Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn
- Ability to assess the needs of young people and their families and to work with other agencies to formulate and deliver packages of support.
- Able to build constructive relationships with parents and carers
- Able to develop and maintain close links and work effectively with staff from other agencies
- Able to gather information and produce reports
- Confident basic user of ICT. Must be numerate, literate and well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Deliver intervention programmes to groups of students

Personal qualities and attributes

- Self-motivating with the ability to multi-task.
- Good interpersonal skills, and the ability to enthuse and motivate others.
- Excellent interpersonal skills and ability to work with people at all levels.
- Flexible and adaptable.

The Heritage Multi Academy Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the Heritage Multi Academy Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

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