

Job Description

Job Title	Enhanced Support Coordinator
Grade	G
Responsible To	Deputy Headteacher
Staff Manage	None
Job Family	Pastoral Support
Job Purpose:	To support the welfare and progress of the most vulnerable students in their learning and behaviour in our new Enhanced Provision suite and to deliver a range of interventions to students across the school.
Job Context:	To work with some of the most vulnerable students across Years 7-11 to maximise achievement by contributing to and further developing the support provided for their social, emotional and behavioural wellbeing and their academic progress.
Accountabilities / Main Responsibilities	
Key strategic element of the job	<ul style="list-style-type: none"> • Based in our new Enhanced Provision suite, work with a case load of students who are identified as vulnerable and require enhanced provision • Deliver a range of interventions to other students requiring academic and SEMH support, both in school and in the EP suite. • Under the direction of the Inclusion Manager, contribute to the daily running of the EP suite, organising timetables, outside agency visits and interventions. • Support with the delivery of alternative curriculum packages and short vocational courses for students accessing Enhanced Provision. • Contribute to Inclusion Team meetings to ensure all stakeholders in school have a clear understanding of students' support packages where they are unable to access full time classroom learning. • Oversee the provision for a caseload of students, with the aim of successfully reintegrating them into lessons with support and appropriate adjustments. • Contribute to maintaining the high behavioural standards in the school by having high expectations of all students and dealing with poor behaviour swiftly and effectively. • Work within the Pastoral Team to ensure high quality pastoral provision for a range of students. • Undertake general student supervision duties - to include start/end of school day transport and morning / lunch breaks. • Support Assistant Headteachers with student investigations as appropriate. • Maintain accurate records of activity on internal systems e.g. letters, sanctions, behaviour reports. Quality checking of pupil records. • Keep appropriate accurate written records for all meetings, telephone calls, student/outside agency conversations. • Support the Assistant Headteachers (Behaviour and Inclusion) in meetings with students and other stakeholders. • To maintain Behaviour Management and Support records including producing behaviour reports. • To support with the provision of work for students in additional spaces and those on long term illness.
Communications	<ul style="list-style-type: none"> • Liaise with the safeguarding team regarding student concerns. • Liaise with teachers and pastoral support on student provision

Partnership or Corporate Working	<ul style="list-style-type: none"> • Work with external agencies to support students and their families seek the help that they require
Skills Development	<ul style="list-style-type: none"> • Practice Continuous Professional Development • Attend team meetings
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none"> • Record information on student behaviour on the appropriate system • Records information on student packages • Records information relating to sanctions
Planning and Organising	<ul style="list-style-type: none"> • Contribute to the development of behaviour and attendance policies and procedures for the school
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Enhanced Support Coordinator	
Grade	G	
Responsible To	Deputy Headteacher	
Staff Manage	None	
Job Family	Pastoral Support	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Qualifications		
	<ul style="list-style-type: none"> • Level 2 Math & English or directly equivalent qualification • Evidence of related training • Willingness to undertake first aid 	<ul style="list-style-type: none"> • NVQ Level 3 qualification • Evidence of related training • Further professional qualifications
Personal Qualities & Attitude		
	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • High level of emotional intelligence/ self-awareness • Friendly and outgoing • Able and willing to establish good professional relationships • Self-motivated and able to work on own initiative without supervision 	
Knowledge & Experience		
	<ul style="list-style-type: none"> • Knowledge of multi-agency working and the agencies that can be used to support the needs of the most vulnerable. • Experience of working with vulnerable young people and their families • Developing and maintaining positive working relationships with a range of students in order to provide guidance and support • A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process • Experience of dealing with behaviour issues in an academic environment • Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner • Experience of school monitoring systems and using this data to identify issues promptly and accurately • Experience of managing a busy workload whilst maintaining high standards 	<ul style="list-style-type: none"> • Evidence of Safeguarding/ Child protection and the Data Protection Act • Experience of recognising early signs of disengagement • Knowledge of the academic and pastoral ethos of a school environment • Experience of work in a school environment or educational establishment

Skills & Ability	
<ul style="list-style-type: none"> • Experience of working with children/young people • Developing and maintaining positive working relationships with a range of students in order to provide guidance and support • Experience of communicating with a range of individuals, including parents/carers and/or outside agencies in an appropriate manner • Experience of school monitoring systems and using this data to identify issues promptly and accurately • Experience of managing a busy workload whilst maintaining high standards • Ability to relate sensitively to students with complex emotional, behavioural and health problems • Ability to identify realistic but challenging self development needs and take responsibility for own learning • Ability to demonstrate commitment to Equal Opportunities and customer service practices • Ability to maintain confidentiality at all times • E-literate and competent in IT packages • Ability to assimilate information • Knowledge of adolescent behaviour and management systems • Knowledge of working with families to promote cohesion and achievement 	<ul style="list-style-type: none"> • Presentation skills • Knowledge of School Management Information Systems • A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process • Experience of dealing with behaviour issues in an academic environment
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline 	