

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

<u>JOB TITLE:</u>	Student Support Co-ordinator
<u>REFERENCE:</u>	AAAE7066
<u>GRADE:</u>	7
<u>RESPONSIBLE TO:</u>	The relevant Year group Progress and Pastoral Leader

JOB PURPOSE

To support the Progress and Pastoral Leader and Senior Leadership Team colleagues responsible for behaviour and pastoral support to ensure high quality pastoral care for a cohort of students within a Year group. To promote high levels of attainment, development, welfare and behaviour.

PRINCIPAL RESPONSIBILITIES

- 1 To encourage positive attitudes and behaviour for learning in and around school.
- 2 To be the first point of contact for colleagues, parents/ carers and outside agencies with regard to student welfare and development.
- 3 To plan and help implement support strategies for students with a wide range of needs, including students with barriers to good attendance.
- 4 To identify and give assistance to those students requiring additional help and supervision, including those whose attendance is giving cause for concern.
- 5 To be a point of immediate referral from colleagues to assist in resolving matters of welfare, development and general behaviour.
- 6 To support the work of Form Tutors in their pastoral roles and, where necessary under direction of the Progress and Pastoral Leader, refer matters to the appropriate internal or external agency e.g. Education Welfare and Attendance Officer, SENDCO, Counsellor, Family Intervention Worker, School Nurse, PCSOs, ELSA, CAMHS or Safeguarding Team.
- 7 To attend and, where necessary, be lead professional for TAF meetings along with other meetings with internal and external agencies.

- 8 To complete TAF paperwork and carry out follow up actions.
- 9 To support students who are newly admitted to school or returning following absence.
- 10 To support aspects of Personal, Social, Health and Citizenship Education including supporting students with additional learning if required e.g. racism or misogyny education.
- 11 Working with others, to arrange and deliver proactive intervention programmes with groups of individuals, e.g. Anger Management, Building Self Esteem, Mentoring, Improving Attendance.
- 12 If required, become ELSA (Emotional Literacy Support Assistant) trained in order to deliver scheduled sessions.
- 13 To assist with and, when required lead, Student Voice activities e.g. School Council Meetings, gather wishes and feelings etc.
- 14 Attendance at relevant after school meetings and Consultation Evenings.
- 15 To be on the rota for Assemblies and be present during each assembly.
- 16 To support the school's 'On Call' provision and when necessary support with the ad hoc nature of pastoral issues as they arise.
- 17 To support the lunchtime Duty Team.

NOTE

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.