



Knollmead
Primary School

Coombe Academy Trust

Knollmead Primary School, Knollmead, Surbiton, Surrey KT5 9QP

Tel: 020 8337 3778, E-mail: vacancies@knollmeadprimary.co.uk

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Job Description

Job Title	Thrive practitioner and behaviour and attendance support
Department or area	Knollmead Primary School
Responsible to:	Head of School
Purpose of the post	To deliver Thrive across the school To provide support for the Senior Leadership Team (SLT) in supporting staff with management of pupil behaviour To communicate and provide support to parents to promote good attendance for all pupils
Main responsibilities	• To provide direct Thrive work for individual pupils or groups of pupils. • Make accurate records of meeting notes and provide updates on school systems (e.g. CPOMS) to ensure an accurate chronology is kept up to date • Provide support with management of pupil behaviour during the school day. • Comply with any other reasonable requests from the Head of School. • Liaise with parents to support good pupil attendance.

Professional values and practice	• Demonstrate and model high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement. • Treat pupils consistently with respect and consideration, and are concerned for their development as learners • Demonstrate and promote the positive values and attitudes they expect from pupils. • Communicate sensitively and effectively with parents and carers, recognising their role in pupils' learning and their rights, responsibilities and interests in this. • Understand the contribution that support staff and other professionals make • Contribute to, and share responsibility in, the corporate life in the school. • Maintain the highest standards of professionalism including confidentiality and handling of sensitive pupil and family information
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School Development Plan Focus	• To action relevant aims of the School Improvement Plan in line with school strategic direction as indicated by Line Manager.
Appraisal	• Participate in any arrangements within an agreed national framework for the appraisal of performance.
Key Internal Relationships	• Head of School and Senior Leadership Team, Governors, teaching staff, support staff and pupils
External Relationships	• Parents, community partners, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school
Health and Safety / Child Protection	• Ensure health and safety and child protection regulations are observed at all times

Terms of Employment

Time

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Records, reports and other written work

The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate).

Created by _____ Agreed by _____ Date _____