

## ERCALL WOOD ACADEMY

Name of post holder –

Title of post

**Student Support Manager – Secondary**

Salary scale

Scale 5

Point on scale

Point 13 - 17

Contracted working weeks

Term Time + 5 PD days

Hours per week

37 hours

Daily working hours

Monday – Thursday 8.15am – 4.15pm (to include 30 minutes lunch break)

Friday 8.15am – 3.45pm (to include 30 minutes lunch break)

Lunch break arrangements

30 minutes (to be arranged in conjunction with colleagues)

General duties and responsibilities for Student Support Managers

Background information for candidates

Student Support Managers will work with the Head of Year in the first instance to ensure that all students are given the support they need to allow them to display excellent timekeeping, regular and excellent attendance, behave and dress appropriately and, most importantly, to take full advantage of the widest possible education available at Ercall Wood Academy. Student achievement and success is at the heart of this work.

- To assist the Senior Leadership Team, Teachers and Support Staff in providing a safe, orderly and secure environment for Ercall Wood Academy, its students and staff
- To mentor and support and encourage students in their learning, support positive behaviour and encourage positive attitudes
- To ensure that all school procedures relating to attendance and lateness are followed and recorded. To create and maintain a team ethos with Form Tutors and Class Teachers

- To develop and support the student leadership programmes operating within Ercall Wood Academy
- To assist in the transition arrangements for students transferring from feeder primaries at the end of Yr6 and also from other schools in-year and ensure a smooth induction for all new students as they arrive
- To support with assemblies as necessary
- To be a point of contact for Parents, Carers and Agencies in relation to student behaviour and barriers to learning
- To provide first response for incidents of student behaviour causing concern.
- To investigate and troubleshoot incidents, and referring incidents on where necessary
- To deal with students with sensitivity and confidentiality
- To provide initial 'triage' counselling to students displaying emotional distress, to identify when expert assistance is required and to liaise with the appropriate members of staff to arrange this assistance as appropriate to meet the needs of the student.
- To provide a positive role model through a commitment to high standards and smart appearance
- To monitor punctuality and attendance by liaising with Form Tutors and Class Teachers, the EWO and parents
- To support and help administer the rewards and sanctions systems
- To support the lunchtime supervisors in managing student behaviour during the lunch period and be part of the rota for student supervision before and after school and at breaktime
- To liaise with outside agencies, including assisting with the preparation of reports of various kinds
- To arrange and attend meetings with outside agencies
- To assist in developing charity and community work within the year group or key stage
- To keep appropriate records and ensure pupil data is updated as appropriate
- To assist with events such as medicals, photographs and attend parents' evenings
- To attend team and staff meetings
- To help in the organisation of school trips and visits as required
- To monitor school uniform and adherence to student dress code
- To carry out lunchtime duties as requested
- To be a confident user of ICT in order to support your role
- To undertake appropriate training and professional development as required
- To train as a First Aider if required
- To undertake any reasonable tasks commensurate with the title and grade of the post held

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Line manager (also responsible for performance management)

Review arrangements

This document will be reviewed following end of year performance management reviews and in conjunction the arrangements stated in the campus policy. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed.....Headteacher

Date.....

An electronic copy of this document will be kept with your personnel records.