



QUEENS' SCHOOL

Dare to be Great

Student Support Manager

Job Description

Post title	Student Support Manager
Reporting to	SLT
Purpose	To promoting academic and social success, maximising outcomes for all students.
Main Responsibilities	Student support, wellbeing and development: Ensure that all students are recognised and valued as individuals; Promotion of good behaviour, wellbeing, punctuality, attendance and safeguarding; Identifying students causing concern; Implementing support /intervention strategies.
Grade	H5, Scale 9 -14, pro-rata
Hours of Work	8.15am – 3.45pm 35 hours per week, term time only plus 5 days 30 minutes lunch break

Leadership and Management

- To manage the emotional, behavioural and learning needs of students and take appropriate action to meet those needs.
- To ensure incidents are promptly responded to, investigated and resolved.
- To track and monitor student progress, behaviour, punctuality and attendance.
- To ensure personal records remain up to date.
- To ensure effective communication/consultation as appropriate with students, staff, parents, outside agencies and members of the senior team.
- To intervene effectively to challenge bullying and promote equal opportunities
- To liaise effectively with relevant external bodies and agencies as appropriate.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To implement school Policies and Procedures, for example Equal Opportunities.
- To act as a Designated Senior Person

Behaviour for Learning

- To ensure that high standards of student behaviour are maintained through effective intervention and the use of effective behaviour management strategies.
- To promote activities which encourage social responsibility and positive student attitudes.
- To promote high standards of punctuality and attendance through the adoption of effective intervention strategies.

Student Wellbeing

- To take a lead on child protection
- To be aware of all support services available both inside and outside school and to refer students to them.
- To act as a key worker to students identified as being in need of extra support.
- To provide IAG as required to students

Administration

- To promote and support Educational Trips and Visits
- To provide supervision at break and lunch
- To ensure personal records remain up to date
- To make organisational arrangements for the admission and induction of new students

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- To train and develop staff on all aspects of student support and behaviour

Other specific duties

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Dated

April 2020