



New Line Learning Academy

Believe and Achieve

Job Description

Job Title: Student Support Manager

Salary: Future Schools Trust Scheme 8

Responsible to: Wellbeing Director Responsible for Key Stage

1. Main Purpose of Job

To use information to design and implement interventions and strategies with regards to pupil's self-management, attainment and wellbeing liaising with the Well-Being Leader, Inclusion Manager and other Well Being resources as appropriate.

2. Accountabilities

- Day to day monitoring of pupils 'self-management' and discipline – liaising with departments, tutors, HLTA's TA's and Well-Being Leader as appropriate
- Investigation of and intervention in student issues
- Managing and monitoring pupils on report
- Liaising with the inclusion team to support, manage and monitor pupils in isolation
- Liaison and contact with parents
- To support the Attendance Officer in implementing appropriate strategies to support poor attendance and lateness including instigating PSP's and CAF's
- Contribution to completion of CAF forms in conjunction with Well-Being Leader and AEN department
- Planning, co-ordination and management of transition events such as primary liaison, year group promotions, preparation for 6th form in conjunction with the Well-Being Leader and SLT
- Attendance at all year group events
- Attend SPA meetings as necessary
- Prepare information as per termly monitoring schedule set out in pastoral leaders handbook
- Share information with other relevant parties
- Monitoring pupils at appropriate level on Pastoral Protocols
- Management of student timetables as appropriate to needs – e.g. college, dis-applied subjects, work experience, AEN students etc. in conjunction with relevant department and inclusion team
- Attend and contribute to pastoral leaders, well-being team and other relevant meetings as per the Academy meetings schedule



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- Contribute to and support the implementation and review of PSP's in conjunction with Well-being Leader and inclusion team where applicable
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to learning – in collaboration with the Well-Being Leader
- To ensure wellbeing and mentoring time is well coordinated, managed and delivered successfully across the year group
- To supervise plaza / 6th Form or connected areas as directed by Wellbeing Director before school (8-8.30am) and during student non-contact time throughout the school day
- To keep personal records of all staff development activities in which you are / have been involved
- Produce letters and communications for parents / guardians with regards to progress and achievements in conjunction with Well-being
- To carry out as requested from time to time any other relevant duties as may be reasonably required by your Line Manager

6th Form specific accountability in addition to the above

- Issuing and monitoring student reports
- Managing students on alternative pathways such as college, reduced timetables or disapplied
- Completing references as required
- Managing applications for 6th Form
- Organising, managing and participating in 6th Form interview processes
- Working with target group students to monitor, track and intervene in conjunction with Well-being Leader

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



3. Person Specification

- Able to establish a rapport with young people
- Up to date with new legislation and good practice
- Understand the issues in improving attainment, attendance and life chances of young people
- Know how to support vulnerable children (including those at risk of significant harm)
- Flexible and reliable
- Proven ability to maintain high professional standards
- Ability to organise workload and meet deadlines
- Experience of dealing with pupils of relevant age group
- Capacity to work with data
- Capacity to work as part of a team
- Good communication skills
- Basic literacy and numeracy min GCSE grade A-C or equivalent in English, Maths and Science.

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.