

Job Description

Job Title: Lead Student Support Advisor
Responsible to: Support Services Manager

OVERALL RESPONSIBILITY

To run the House Office in an effective and efficient manner to help the school to achieve its aims and objectives as set out in the school development plan.

1. Specific LEAD SSA Responsibilities

- 1.1 Support the SLT lead for behaviour with whole school attendance and behaviour management and training – including any necessary exclusion paperwork, PSPs etc
- 1.2 Act as the whole school lead for mental health – including training of staff
- 1.3 Support across CMAT in the development of mental health awareness and training
- 1.4 Offer cognitive, behaviour support to students (CBS)
- 1.5 Lead and line manage other SSAs within school in their roles – including any necessary training

2. General SSA RESPONSIBILITIES

- 2.1 Ensure the effective operation of the administrative function of the House Office.
- 2.2 Support the Heads of House in carrying out their whole school responsibility.

Attendance

- 2.2 To monitor the attendance of students.
- 2.3 To provide same day response to student absence by telephone or letter.
- 2.4 Provide Heads of House with attendance data for the House.
- 2.5 Inform and Heads of House attendance officers of students whose attendance falls below 85%.
- 2.6 Issue appropriate attendance standard letters and send copies to attendance officers.
- 2.7 Inform of Heads of House any patterns of absence or lateness.
- 2.8 Meet with attendance officers regularly to discuss the management of student absence.
- 2.9 In collaboration with Heads of House provide support to students and parents to encourage good attendance.
- 2.10 Complete Monitoring Standard form every half term.
- 2.11 Ensure Fire Registers are available and delivered during Fire Drills.

Reports

- 2.12 Monitoring of input grades for Curriculum Leader.
- 2.13 Inputting of grades as necessary or when requested.
- 2.14 Ensure all separated parents receive a copy of the report.

3. Administrative support for Head of House.

- 3.1 Clerical support for Head of House as requested.
- 3.2 Issue and chase student Progress reports, IBP reports and PSP reports.
- 3.3 Issue letters from Head of House to parents to maintain good standards of behaviour and dress.
- 3.4 Produce achievement certificates for students.
- 3.5 Manage and update all student records.
- 3.6 Attend re-admittance meetings for excluded students.
- 3.7 Attend and support as necessary the New Intake Evening.
- 3.8 Attend and support as necessary the Year 6 Open Evening.

4. Administrative support allocated Curriculum Leaders

Tasks may include:

- 4.1 Clerical support for Curriculum Leaders as requested.
- 4.2 Organizing cover work which has been emailed to the school.
- 4.3 Monitoring supplies and ordering equipment.
- 4.4 Organizing, copying, distributing and posting of letters e.g. for praise, detention and missing homework.
- 4.5 Issuing detention letters.
- 4.6 Follow up on missed detentions.
- 4.7 Follow up on missed revision sessions.
- 4.8 Filing.
- 4.9 Textbook distribution and collection at the end of the year.
- 4.10 Photocopying.
- 4.11 Organizing and distributing internal exam papers.

The above list will need to be regularly reviewed.

5. Outside Agencies

5.1 Liaise with and provide student information for:

- Secondary Support
- Connexions
- Youth Services
- School Nurse
- Social Services
- Police
- Charities

6. To liaise with parents

- 6.1 To act as first point of call for all parental enquiries and complaints regarding the Pastoral care of their children.
- 6.2 To deal with those issues that are manageable and to pass on to the appropriate member of staff matters of significance.
- 6.3 Maintain a good relationship with parents.

7. Provide support for students

- 7.1 To assist the Vice Principal (Behaviour and Welfare), Head of House and Tutors in effectively implementing the behaviour management programmes for students.
- 7.2 To implement the school's policy regarding the emergency withdrawal of students from a classroom.
- 7.3 Remove a student from a classroom if necessary.
- 7.4 Telephone parents to advise them of poor behaviour.
- 7.5 Follow up incidents of behaviour, witness statements, mentoring students.
- 7.6 Collate work for students in isolation or absent on long term sick.
- 7.7 Set up Whole School and Curriculum detention and supervise when necessary

8. To ensure that the school's Child Protection policy is effectively implemented.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

9. Continuing Professional Development

- 9.1 Attend Training sessions as directed.

- 9.2 In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to School efficiency, which may lead to improvements in the day-to-day running of the School.
- 9.3 Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time at request of the Principal or the incumbent of the post. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.