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| cid:image005.png@01CE78AD.0366D7F0 | **Nene Park Academy**  **Student Support Advisor**  **JOB DESCRIPTION** | https://vle.cmatrust.net/sites/NPAIntranet/StaffRoom/Shared%20Documents/NPA%20Branding/NPA_Logo_leaf.jpg |

**Scale:** Grade 7 Points 22 to 26

**Hours:** 37 hours per week

**Weeks:** Term time, plus 5 days

**Responsible to:** Senior Tutor

**ROLE**

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.

**RESPONSIBILITIES**

1. **Ensure the effective operation of the administrative function of the House Office.**

**Attendance & Punctuality**

* To monitor the attendance of students and update the central attendance records.
* To provide same day response to student absence by telephone or letter.
* Provide Senior Tutor with attendance data for the House.
* Inform Senior Tutor, Attendance Officer & Safeguarding Team of any students with attendance issues.
* Issue appropriate attendance letters and attach copies to school files.
* Inform Senior Tutor of any patterns of absence or lateness.
* Monitor lateness and co-ordinate lunchtime detentions with the Senior Tutor.
* Regular communication with the Attendance Officer.
* In collaboration with Senior Tutor, provide support to students and parents to encourage good attendance using Student Support Plans.
* Ensure Fire Registers are available and delivered during Fire Drills.

1. **Administrative support for Senior Tutor**

* Clerical support for Senior Tutor as requested.
* Issue letters from Senior Tutor to parents to maintain good standards of behaviour and dress.
* Produce achievement certificates for students.
* Manage and update all student records.
* Attend re-admittance meetings for excluded students.
* Attend and support as necessary the New Intake Evening.
* Attend and support as necessary the Year 6 Open Evening.
* Support fundraising activities and ensure the House Charities board is kept up to date.
* Monitoring of supplies and ordering equipment.

1. **Administrative support allocated Curriculum Leaders**

Tasks may include:

* Clerical support for Curriculum Leaders as requested.
* Organising, copying, distributing and posting of letters, eg. for praise, detention and missing homework.
* Follow up on missing detentions.
* Follow up on revision sessions.
* Filing

**The above list will be reviewed regularly.**

1. **Outside Agencies**

Liaise with and provide student information for:

* Secondary Support
* Youth Service
* School Nurse
* Social Services
* Police
* Charities
* Attend regular meetings to provide the best support for students.

1. **To liaise with parents**

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

1. **Provide support for students**

* To assist the Assistant Principal Senior Tutor and Tutors in effectively implementing the behaviour management programmes for students.
* To implement the school’s policy regarding the emergency withdrawal of students from a classroom.
* Telephone parents to advise them of any issues or concerns.
* Follow up incidents of behaviour, witness statements, talking to students.
* Collate work for students in isolation or absence on long term sick.
* Co-ordinate mentoring, counselling and additional support for students

1. **Support for the Senior Tutor in carrying out their whole school responsibility.**
2. **To ensure that the school’s Child Protection Policy is effectively implemented.**
3. **Attend Training sessions as directed.**
4. **Attend allocated parents evenings**
5. **First Aid**

* Assessing and providing basic medical assistance as required across the Academy.
* Attend relevant First Aid CPD as required.
* Accompanying students to hospital in an emergency (if necessary)
* Log all treatments of Basic First Aid on the central system
* Report any serious incident linked to Health and Safety through the appropriate channels.

*The job description is subject to review and may be changed following consultation with the post holder.*

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.