

Job Description: Student Support Manager

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role:</p>	<ul style="list-style-type: none"> ● To manage the day-to-day provision of a robust and supportive pastoral system to all students in your year group ● To provide social, emotional and behavioural support for all students across the College by establishing and maintaining productive working relationships with students, acting as a role model and mentor ● To coordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.
<p>Line management</p>	<p>The Student Support Manager is line managed by the Assistant Principal: Head of School</p>
<p>Main duties and responsibilities:</p>	<p>General</p> <ul style="list-style-type: none"> ● To set high standards for students within the Year group ● To establish constructive relationships with students, treating them consistently, with respect and consideration ● To support staff within the curriculum areas in effectively managing student behaviour including overview of the whole College disciplinary system ● To develop a clear and thorough understanding of the specific needs of each student and implement specific positive behaviour plans and interventions for individual students ● To lead strategies designed to maintain high standards of college dress, behaviour and punctuality ● To build relationships and be a point of contact with parents and carers for the Year Group ● To maintain a record and provide regular feedback about students to the teachers and/or SENCO in order to best track student progress ● To work with other professionals, both internal and external when necessary ● To promote independent learning and help develop student and organisational skills in students ● Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility ● Undertake any other duty deemed reasonable by the Principal of the College <p>Main Responsibilities</p> <ul style="list-style-type: none"> ● To be a visible presence across the College, modelling expected behavioural routines and effective behaviour management techniques ● Promote positive behaviour by reinforcing the College's Behaviour for Learning Policy, liaising with colleagues as necessary and offering support as required

- Inform colleagues, when appropriate, about social or behavioural issues or changes affecting students with behavioural difficulties. Give teaching staff advice and guidance on how to deal with students and parents/carers
 - Discuss and meet colleagues, parents/carers and students regarding disciplinary incidents
 - Maintain clear and accurate records at all times
 - Investigate incidents fully, gather relevant information, advise and negotiate as necessary and resolve as appropriate
 - Develop and maintain positive and constructive relationships with parents/carers to enhance learning, remove barriers to learning and maintain attendance
 - Assist the Year Leader and Form Tutors in ensuring that school uniform is worn correctly
 - Supervise students at break time and lunch time on a rota basis
 - Assist the Year Leader in ensuring full attendance at detentions
 - Supervise students and provide relevant work for vulnerable/disaffected students if work hasn't been provided by teaching staff
 - Support and manage students removed from lessons
 - Using specialist knowledge and skills to support positive student behaviour choices
 - To develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups
 - Work with students to identify, set and monitor behavioural targets
 - Provide feedback to students in relation to behaviour, both positive and negative
 - To engage students in providing peer mentor support in making effective behavioural choices
 - Monitoring reintegration back into lessons after exclusions or return from Fixed Term Exclusion or Exclusion Room
- Safeguarding Responsibilities**
- Demonstrate a commitment to keeping children and young people safe
 - Report any disclosure made to you to the appropriate person
 - Report any safeguarding concerns in the workplace to the appropriate person
 - Providing appropriate support and response in relation to safeguarding disclosures from students
 - Contributing to the preparation of individual student risk assessments, positive handling plans and individual behaviour plans