

## THE LENHAM SCHOOL JOB DESCRIPTION

<b>Job Title:</b>	Assistant Student Support Manager
<b>Grade: Hours:</b>	VIAT 4 (Kent Range 4-5 equivalent): 37 hours per week (190 days per academic year)
<b>Responsible for:</b>	N/A
<b>Accountable to:</b>	Deputy Headteacher Inclusion

### **Purpose of job:**

- To provide a comprehensive support system for students in conjunction with the Head of Year.

### **Key Responsibilities:**

1. To identify any barriers to achievement and/or learning for all students in the year group.
2. To assist with the implementation of interventions and strategies for all vulnerable students.
3. To assist with devising and implementing strategies to overcome barriers to learning.
4. To work alongside Student Support Managers and the relevant Head of Year in developing support packages for students.
5. Assist with monitoring the attendance and punctuality of identified students. Conduct first day absence calls and liaise with Attendance Officer.
6. Assist with catch-up programmes for long-term absentees and ensure they are followed.
7. To support Head of Year, teachers, form tutors and parents to ensure the highest standards of behaviour.
8. With Head of Year support a team of form tutors.
9. Where appropriate to ensure that all staff are kept informed of any welfare issues affecting students.
10. To support the induction of new entrants to the school.
11. To deal with routine queries from parents during lesson times.
12. Devise strategies to help students overcome friendship and bullying issues.
13. To assist with the administration as required of the Inclusion Team.

### **Support for the school**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.
3. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.
4. Participate in the school's appraisal process.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: ..... Date: .....