



## Pupil Support Manager

**Contract type:** Permanent.

**Hours:** 37.5 hours per week, 39 weeks per year: Term time only plus INSET days

**Full Time Equivalent (FTE):** 0.856 FTE (8:00am - 4:00pm - Mon - Fri)

**Salary:** Grade F (points 12-17): £26,421 - £28,770 pro rata (0.856)

**Starting Date:** As soon as possible.

At Livingstone Academy, we are passionate about excellence in education, giving pupils the very best start in life with a firm belief that aspirational teaching transforms lives. Our core belief is that for all students to have high aspirations, they must believe in themselves (SELF WORTH), be actively engaged in their learning (ENGAGEMENT) and see the connection between what they learn today and who they want to become tomorrow (PURPOSE). Livingstone Academy is part of Aspirations Academies Trust, who sponsor primary and secondary academies located across the UK.



We are looking to appoint a highly motivated, positive and enthusiastic person to join our happy, successful and forward-thinking school. We need colleagues who are ready to think big, improvise and learn alongside students; people who will strive to reach students in a flexible, progressive environment, which breaks the traditional walls between school and the world outside.

We are looking to recruit an exceptional candidate to the role of Pupil Support Manager to join our outstanding team at Livingstone Academy. The successful candidate will work closely with the safeguarding, inclusion and pastoral team. The Pupil Support Manager will play a pivotal role embedding the safeguarding and behaviour policies to work with identified pupils and their families to increase levels of engagement and ensure that the school's core values are embodied by pupils consistently. Ultimately, we are looking for a committed candidate with an uncompromising belief that all students deserve an outstanding education. They will uphold our inclusive ethos and provide opportunities for all students to achieve.



### We can offer the right candidate:

- happy, well-motivated and engaged children, who are keen to learn;
- an experienced, hardworking and supportive team;
- a fun, friendly and supportive staff;
- pupils with excellent attitudes to learning and outstanding behaviour;
- wide opportunities and specialist training for professional development within our Trust;
- a proactive approach to staff well-being, work-life balance and care for each person as an individual;
- an impressive new school building and stimulating learning environments.

### If you:

- want to inspire future generations;
- have high expectations and a commitment to ensuring all children succeed;
- wish to work in a happy, friendly school with a positive attitude;
- work well in a team to support and learn from others;
- are able to bring energy and enthusiasm to the role.

Livingstone Academy and Aspirations are committed to children's safety and safeguarding; DBS disclosure requirements will apply to this post. View our Child Protection Policy on the school website. Aspirations Academies Trust and Livingstone Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check and satisfactory references.

If you fit the qualifications above and are looking for a forward-thinking, innovative institution that embodies visionary leadership and embraces diversity, then LAB is the place for you!

Please do not hesitate to contact us. We would love to meet you and show you around our amazing Academy site. Please contact our office by email [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org), if you have any questions about this role.

I look forward to hearing from you and reading your application.

Kind regards,

Mr Loren Tharme  
Principal, Livingstone Academy Bournemouth





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**Starting Date:** As soon as possible.

### Main responsibilities:

The Pupil Support Manager will play a pivotal role embedding the safeguarding and behaviour policies to work with identified pupils and their families to increase self-worth, engagement and purpose to ensure that the school's core values are embodied by pupils consistently. Ultimately, we are looking for a committed candidate with an uncompromising belief that all students deserve an outstanding education. They will uphold our inclusive ethos and provide opportunities for all students to achieve.

The post holder must full

### **Working under the direction and leadership of the Head of Safeguarding and leadership team:**

- To motivate and support pupils in a variety of learning situations in a variety of settings.
- To supervise pupils during breaks and lunchtimes.
- To help pupils develop learning, organisational and social skills.
- To build pupils' confidence, self-esteem and motivation.
- To plan, deliver and monitor the effectiveness of intervention programs that develop pupils' learning, conduct, emotional wellbeing and attendance.
- To oversee pupils working on individual programmes and in small groups.
- To support behaviour and attendance programmes.
- To keep primary pastoral data and records up to date.
- To improve relationships with parents/carers by making home visits and consulting with them regularly.
- To counsel pupils and refer them to specialist services under the guidance of the inclusion team.
- To support pupils in developing their ability to regulate their emotions in order to access a classroom environment successfully.
- To liaise with staff, parents, outside agencies as necessary.
- To participate in professional development programmes.
- To maintain an awareness of your role in Behaviour Management methods and techniques and to implement policies in relation to these.
- To contribute to planning and review meetings.
- To play an active role in school life and support the school ethos.



- To share literature with parents to enable them to seek support and have advice and information available to them to promote wellbeing.
- To promote the school's ethos in the wider community.
- To undertake other duties, appropriate to the post, as may be required from time to time.

**Working under the direction and leadership of the Assistant Principal for Inclusion and Principal:**

**Policy and procedure**

- Follow the safeguarding policy and procedures of the academy and ensure that others are supported and challenged to do so.

**Reporting concerns:**

- Recognise how to identify signs of abuse and when to make a referral.
- Respond appropriately to disclosures or concerns relating to the well-being of a child.
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Liaise with the Inclusion Team to inform them of any issues and concerns.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.

**Multi Agency working:**

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary, acting as the Lead Professional as appropriate.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference which was anticipated.

**Training:**

- Attend relevant training every 2 years and on an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice.
- To attend school based and other INSET to develop professional skills and keep abreast of current developments in education.
- To update own subject knowledge through research and attendance in relevant safeguarding CPD and other CPD related to the Pastoral Care Leader role.
- To share knowledge and understanding with colleagues.

**Knowledge and skills**

- Act as a source of support within the academy.



- Ensure that staff members are following up to date procedures in line with National and Local expectations.
- Act with integrity; maintaining confidentiality at all times.
- To take a role in supporting all aspects of need for vulnerable pupils in school, working alongside staff to break down potential barriers to learning for these individuals in the classroom.
- To communicate effectively with parents and outside agencies via email, telephone and by completing the appropriate referral paperwork, when required.
- To use CPD and own learning to support the emotional and mental health of pupils.
- To be able to use IT proficiently with regards accessing support, recording information securely and using virtual meeting APPS / programmes (ie Google Meet).

#### **Professional Attributes**

- To be able to manage own time and workload as appropriate to the needs to the pupils
- To have high levels of integrity with regards the holding and sharing of information
- To be a role model for the ethos of the school and to follow the staff code of conduct and all academy policies.
- To be robust in record keeping and confidentiality expectations.
- To be resilient and an effective communicator.