

<b>Post Title:</b>	<b>Student Support Manager</b>
<b>Department:</b>	<b>Associate Staff</b>
<b>Salary and Hours:</b>	<b>Grade: Bexley 6.1 FTE: £23,397 PA</b> <b>Actual term-time salary: £20,035.72 PA</b> <b>36 hours per week, 39 Weeks per year</b>
<b>Responsible to:</b>	<b>Head of House/Head of Sixth Form/Head of Key Stage</b>
<b>Responsible for:</b>	<b>No Staff</b>
<b>Functional links with:</b>	Deputy Head for Inclusion, Assistant Head for Behaviour and Attitudes, Students, Heads of House, Safeguarding Attendance and Student Welfare Assistants, Teaching Staff, Parents, Local Authority Staff, SENDCO, Family Liaison/Educational Welfare Officer, Safeguarding Attendance and Student Welfare Manager, Designated Safeguarding Lead, Deputy Safeguarding Leads
<b>Main Purpose of the role</b>	<p>To work as directed by the Head of House/Head of Sixth Form/Head of Key Stage according to the priorities of the school and yeargroup as set out by the Senior Leadership Team. To provide pastoral support for the students.</p> <p>To deputise for the Head of House/Head of Sixth Form/Head of Key Stage as needed and carry out duties as delegated including, but not limited to assemblies and parental meetings.</p> <p>To monitor student behaviour, student welfare, absence and lateness, and safeguarding concerns</p> <p>To provide pastoral administrative support to the Head of House/Head of Sixth Form/Head of Key Stage and linked curriculum areas.</p> <p>To participate as member of the extended safeguarding team.</p> <p>To administer Emergency First Aid as required and provide cover for the Medical Officer as needed.</p> <p>To ensure students are welcomed into the school each morning, providing cover for Student Reception as needed, including adding additional capacity at lunchtime as required.</p>
<p>King Henry School is a vibrant centre of learning for our community, with a relentless commitment to enhancing the lives of all young people, regardless of their ability or aptitude.</p> <p>We develop students' knowledge, academic excellence and character by building their <b>resilience, compassion and ambition</b>. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of King Henry School.</p>	

### **Duties and Responsibilities:**

- To help create and sustain an achievement culture within the year groups which encourages and embeds an ethos of excellence
- To supervise students working within the House area.
- To deal with sensitive situations and to provide a supportive and nurturing environment
- To monitor, record and encourage excellent punctuality, attendance and behaviour
- To monitor uniform and appearance to ensure the maintenance of high standards across the year group and to manage students who persistently do not comply
- To meet with the Head of House/Head of Sixth Form/Head of Key Stage to discuss issues relating to the year groups and individual students in order to facilitate close liaison between academic and pastoral matters
- To liaise with Departments, the Head of House/Head of Sixth Form/Head of Key Stage and Form Tutors in relation to behaviour issues
- To provide administrative support to curriculum and pastoral areas.
- To liaise with the Safeguarding Attendance and Student Welfare Assistants and Tutors in relation to the maintenance of high levels of punctuality and attendance for all students
- To liaise with key stakeholders, carry out team around the child meetings, contribute to action planning and review, work with the SENDCO, and support in referrals to the Early Intervention Team and other outside agencies as necessary.
- To work collaboratively with the Safeguarding team to make appropriate referrals to Family Wellbeing, Porchlight and other relevant agencies
- To organise the seating plan for Parents' Evening and liaise and book with the site staff and PTA to ensure that all areas are set up for the evening to be a smooth and efficient event
- To calculate the percentage of parents who attend Parents' Evenings, for each form, for the whole year group and to follow up all parents who did not attend
- To be responsive to and maintain regular contact with parents and carers of students who require additional support so that they are kept informed and up to date on progress and well-being
- To prepare the Hall for assemblies, liaising with the site team and to ensure that all Tutors are made aware of any changes to the published rota

- To be involved in the organisation or co-ordination of positive activities for the whole year group such as prize giving or in the development of skills and talents of students through a range of extra-curricular or enrichment events
- To manage the Sixth Form prefects (where allocated) in their support of the students within and outside the tutor group
- To induct new students into the operational systems of the school including liaison with the school's admission officer in setting up student files and other related administration
- To keep up to date records on the school's behaviour and other monitoring systems including paper-based and IT systems and where appropriate the digitisation of student documentation
- To assist the Head of House/Head of Sixth Form/Head of Key Stage in setting up and coordinating positive activities to develop character, skills and qualities and talents of students e.g. charity events
- To prepare bespoke reports for the Head of House/Head of Sixth Form/Head of Key Stage, Deputy Head for Inclusion, Assistant Head for Attendance and Assistant Head for Behaviour and attitudes and parents as requested
- To ensure high standards in Tutor Time and 21C, monitoring delivery of organised programmes
- To ensure that the minutes of meetings are placed in the student's file, and electronically as appropriate
- To be Pastoral Response and available to students throughout the school day in conjunction with Inclusion Support Assistants as required.
- To support the efficient running of the school Behaviour for Learning System including duties, Pastoral Response, staffing internal exclusion/Pastoral Response Centre and detentions etc as needed.
- To print student timetables at the start of each academic year, ready to be distributed to students.
- To provide, record and evaluate, individual and small group interventions as required and directed by the Inclusion Panel.
- To work alongside and assist the Family Liaison as part of multiagency working, including conducting home visits as needed.

### **General**

- Undertake any other duties in connection with the level of the post. Ensure the efficient and effective running of the year group.
- Take into account all matters of the published aims and objectives of the school
- To carry out any other duties as may reasonably be requested by the Head Teacher and Senior Leadership Team

**Address:** King Henry School, Avenue Road, Erith, Kent, DA8 3BN.

**Tel:** 01322 348 231 | **Fax:** 01322 351 528 | **Email:** [info@kinghenry.org.uk](mailto:info@kinghenry.org.uk) | **Web:** [www.kinghenry.org.uk](http://www.kinghenry.org.uk)

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**Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

**Continuing Professional Development:**

On a rolling programme, student support managers will be expected to carry out the following training:

- Understanding Children and Young People's Mental Health
- Understanding Behaviour that Challenges
- Understanding Safeguarding and Prevent
- Careers Information Advice and Guidance
- Understanding Autism
- Learning Mentor Training
- Behaviour Mentor Training
- Safeguarding training
- SEND training on various learning needs.
- Team Teach De-escalation and Positive Handling
- Restorative Approaches Training
- First Aid update training
- Bereavement Support

Student Support Managers will also be trained on how to run specific interventions for small groups of students.

Person Specification		
	Essential	Desirable
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working in a general administration environment.</li> <li>• Computer literate, particularly in use of Microsoft Office.</li> <li>• Understanding of Data Protection and Confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education setting</li> <li>• Experience of data management, preferably Arbor in an education setting.</li> </ul>

<b>Education and Qualifications</b>	GCSEs or equivalent in English and Mathematics at grade A* to C	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills written and verbal</li> <li>• Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff</li> <li>• Ability to work with due regard to confidentiality, data protection and safeguarding at all times</li> <li>• Good organisational skills, to include: <ul style="list-style-type: none"> <li>-Being able to plan and prioritise work, so that deadlines are met; and being able to identify and analyse problems and use own judgement to produce an acceptable solution</li> </ul> </li> <li>• Good numerical skills</li> <li>• Ability to follow set procedures and use own initiative in a busy environment</li> <li>• Ability to work under pressure against changing priorities and competing demands</li> <li>• Self-motivated and be able to work with minimum supervision.</li> <li>• To organise/manage own workload and to keep up-to-date with changes in the working environment.</li> <li>• A positive role model of professional practice and conduct of others</li> <li>• Ability to take a collaborate role when working within a team</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training and identify own development needs</li> <li>• Committed to ongoing CPD and Professional development</li> </ul>	
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>• Punctual and reliable</li> <li>• Flexible approach, including a sense of humour, and positive attitude towards work</li> <li>• Calm, tactful and collaborative manner</li> <li>• Trustworthy and discreet for confidentiality</li> </ul>	

	<ul style="list-style-type: none"> <li>• A team player who is enthusiastic and willing to persevere in the face of challenges</li> <li>• Ability to adapt to changes in the workplace</li> <li>• To demonstrate a sense of commitment to support the ethos of the school</li> </ul>	
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government.

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KING HENRY  
SCHOOL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATED \_\_\_\_\_

The Postholder will uphold the vision of King Henry School:

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*We develop students' knowledge, academic excellence and character by building their **resilience, compassion and ambition**. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives.*

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