

JOB DESCRIPTION

Job Title:	Student Support Co-ordinator (SSC)
Responsible to:	Director of Learning
Duties:	To support the Director of Learning with year group and pastoral care. Monitoring behaviour and control movement of all the students on Academy premises. Specifically dealing with uniform, punctuality, attendance, behaviour and before school and after school clubs
Weeks per year:	40 Weeks Including attending parents evenings, results and enrolment days as appropriate

Duties and Responsibilities

Year Group

- To be responsible for the behaviour for learning of students within the assigned year group and to work collaboratively with Directors of Learning, and colleagues to ensure appropriate strategies are developed and implemented
- To monitor and improve negative behaviour in line with developmental and intervention plans
- To provide pastoral care, guidance and routine advice to students as appropriate.
- To lead on the preparation of parents evening along with the Student Support Administrator
- To support and deputise for the Director of Learning when necessary, attending tutor team briefings.
- To lead on ACD, late detentions, uniform issues, medical needs and work with Medical, Attendance and Directors of Learning on cause for concerns

Whole School

- To be on duty and responsible for an area before and after school, during break and lunchtimes and changeover; supporting and enforcing the 'Aylward Citizen Attributes' at all times
- To lead with the monitoring of student movement in the building
- To alert the appropriate Senior Leadership Team/Directors of Learning of any concerns regarding an individual child or group of children.
- To attend relevant training insets and meetings as required.
- To maintain and respect confidentiality at all times.

- To apply and promote the equal opportunities policy, challenging inappropriate language and behaviour as necessary.
- To be aware of and adhere to the Academy's stated standards, policies, systems and procedures in relation to students, child protection, health and safety, equality and diversity, confidentiality and data protection, personnel, financial management and ICT reporting all concerns to an appropriate person
- To set a personal example that contributes to the positive ethos of the school
- To take responsibility for your own learning and development
- To undertake any other duties that may be reasonably required by the Principal or Line Manager
- To attend all staff briefings, college/year group briefings and meetings
- To work within the student support team and support each other at all times
- Be linked to a middle leader (responsible for a year group) to support with pastoral duties E.g. hold confidential and sensitive discussions with the student about various matters i.e. conduct issues and explain to the student academy rules and expectation, issuing sanctions and notifying parents where there has been no improvement
- To liaise with the student receptionist
- To facilitate on RJ meetings across the academy, to deescalate / resolve issues between students and staff
- To contact parents where necessary and invite them to the Academy for meetings where there are concerns about a particular child's behaviour also to report issues where there are potential CP or attendance concerns

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification – Student Support Coordinator

	Essential Criteria	Desirable Criteria
Experience	Experience of having worked/supervised young people in school	
	Working with young people in schools	Working with students with special needs and/or learning disabilities
	Numeracy – Basic level numerical experience	
	Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Outlook, SIMS	
Communication	Written – Ability to record basic information and undertake simple written tasks	
	Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone	
Working with others	Relationships – Experience of forming appropriate and productive relationships with students and staff	
	Team work – Proven experience of effective team and independent working	Ability to establish and maintain good working relationships with external agencies and partners.
Responsibilities	Confidentiality – Comprehensive understanding of confidentiality issues within a school environment	
	Creativity & Consistency – Ability to work on own initiative in a consistent manner	
General	Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.	
	Health & Safety – An understanding of Health and Safety in the workplace and how this applies	
	Continuous Professional Development – Commitment to increasing own learning and development	