

STUDENT SUPPORT CENTRE MANAGER

JOB DESCRIPTION

Line Managed by:	SENCO
Line Manager for:	NA
Hours:	36 hours, 40 weeks per year (term time +1)
Annual Leave:	Taken within school closure periods only
Contract	Permanent

Job Purpose

This post involves working with the SENCO to lead and manage our Student Support Centre; a safe and inclusive quiet space where students with a range of additional educational needs receive small group and / or individual academic support to enable them to make further progress in their mainstream lessons. The successful candidate will need to build positive relationships with vulnerable students and steer them toward academic success. They will be involved in the referral of students to the centre and be clear about how to measure the impact of their intervention. They will need to work alongside mainstream teachers, pastoral care workers, family support worker and lead a Learning Mentor who supports with the delivery of academic support within the centre.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- To lead, manage and review student referral process for the Student Support Centre. To measure impact on student progress /attainment on a termly basis.
- To be a team member who works collaboratively with teachers, pastoral staff and key agencies.
- To line manage a Learning Mentor who will assist in the delivery of support for students in the centre
- To monitor the re-integration of students back into mainstream lessons
- To ensure that learning resources within the centre are relevant and drive forward academic progress
- To help manage students who are at risk of exclusion or who are returning from exclusion as part of our “positive re-start” approach
- To work within the school’s ethos guided by principles of Restorative Approaches.

- To be a positive role model who engages disaffected students by re-focusing them on academic success. To promote and celebrate academic achievements.
- To ensure that the Student Support Centre is a well maintained environment; including using visual displays to promote learning and our individual student success stories.
- To be involved in keeping records, writing reports and evaluating the student's programme.
- Safeguarding
To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.