



JOB DESCRIPTION

Designation of Post:	Student Services Support	Pay Scale	£17,280 – £21,064 (Actual salary: 39 weeks)
Responsible to:	Head of Student Services		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Role Responsibilities:

To support all aspects of the Progress Leader's work and the work of the Student Services team including:

1. Support the Attendance Manager in the implementation of strategies to improve student attendance and punctuality, such as phone calls home, meetings and student lunchtime detentions.
2. Support Progress Leaders in working with students who may be involved in behaviour which contradicts our school values, taking statements, producing time lines and overviews of incidents, completing the appropriate paperwork as necessary.
3. Track SLT detentions, contacting home and taking follow up action as appropriate.
4. Work with individual students or small groups of students, as directed by the Progress Leader, to support them in embracing the core values of our school community.
5. Support the Progress Leader in the monitoring, tracking and response to bullying behaviour.
6. Respond to issues logged on IRIS, recording and communicating intervention as appropriate and as directed by the Progress Leader or Head of Student Services.

7. Work with Head of Student Services and Progress Leaders to review and monitor Student Support Plans to ensure all the action points are met and reviewed as stipulated.
8. Communicate with parents / carers through telephone calls, attend and support meetings as directed by the Progress Leader or Head of Student Services.
9. Liaise with outside agencies when appropriate and as directed by the Progress Leader or Head of Student Services.
10. Undertake duty sessions in the Internal Exclusion room.
11. Work with the Progress Leader and Head of Student Services to contribute to the DDP strategic planning initiatives.
12. Attend meetings, events and CPD activities relevant to the post and to the students in the school.
13. Undertake any other duties and responsibilities reasonably commensurate with the grading, as required by the Headteacher.

Safeguarding & Child Protection

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

Health & Safety

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

Equality & Diversity

All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

Data Protection

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.