

## Job Description

<b>Post:</b>	<b>KEY WORKER - STUDENT SERVICES</b>
<b>Date:</b>	<b>October 2023</b>
<b>Working Hours:</b>	<b>37 hours per week</b>
<b>Working Weeks:</b>	<b>40 per year</b>
<b>Paid Weeks:</b>	<b>45.80 rising to 46.83 weeks per year</b>
<b>Pay Scale:</b>	<b>Points 8 to 11 (£18,320 - £19,437)</b>
<b>Responsible to:</b>	<b>AVP – KS3 and KS4 as relevant</b>

**Hours of Work:** 8am-4pm Monday to Thursday, 8am-3.30pm Friday, with half hour lunch break.  
37 hours per week, 40 weeks per year (term-time plus 5 days which includes Year Group related events and SDD)

### General Description of Post

The postholder will be responsible for the day-to-day management of all aspects of pastoral care, student welfare and guidance of students in Year teams. The postholder will be responsible to the Assistant Vice Principal (AVP) of KS3 or KS4.

### KEY TASKS

- To organise and prioritise pastoral issues and initiate appropriate action.
- Administer management of all Year group pastoral matters.
- To inform, consult and liaise with the AVP, Heads of Year and Attendance Support Officer and tutors regarding student concerns.
- To work alongside SLT to ensure the on-call system is effective and supportive.
- To work alongside staff with pupil premium and disadvantaged students.
- To work with the AVP, Heads of Year and Attendance Support Officer on the Academy's Attendance objectives and to identify individuals and groups of students to improve levels of attendance.
- To collate information with regard to attendance of students who may be experiencing attendance difficulties in order to inform key stakeholders.
- To work with parents/carers and other agencies (when necessary) in improving their child's attendance record and coordinating parent support and training where appropriate.
- To undertake home visits as designated by the AVP and HOY.
- To work alongside relevant staff, contact teachers, senior and middle leaders and teaching assistants to exchange information regarding absence and intervention.
- To assist with implementing behaviour plans for certain students and to oversee and monitor Progress.
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students.
- To work with Hub staff to co-ordinate support for students with social, emotional and behavioural difficulties.
- To liaise with outside agencies regarding students and act as lead professional in a multi-agency setting where appropriate.
- To implement and analyse the use of data for discipline and rewards.
- To attend appropriate meetings as directed by AVP and HOY.
- To facilitate and manage pastoral support groups within the school, e.g. peer listening, restorative justice.
- To organise the induction of new students to the school who arrive mid-term and liaise with parents and previous school as required.
- To follow through leavers new placements to confirm students can be taken off roll.

**As a key work you will demonstrate:**

- The ability to communicate with staff and agencies by sharing relevant information.
- To prepare accurate documentation and reports.
- To be flexible and have the ability to contribute and be willing to adjust to changes.
- Have the ability to recognise matters that require intervention and response.

**GENERAL DUTIES**

- Contribute fully to own training and development.
- To promote a friendly, non-judgemental, anti-discriminatory attitude in every respect of work.
- To promote the Academy Trust values and objectives.
- To carry out reasonable duties as required.
- To keep all information relating to staff and students confidential.

**SUPPORT TASKS**

- To inform and meet with students and with parents as required.
- To provide student information and data as required.
- To liaise with the Head of Inclusion as regards students in this setting.
- To supervise students at recreational times where required or supervise time out.
- To alert HOY of non-attendees and to contact parents if required.
- Produce and laminate time out cards and log distribution.
- To administer and manage the student locker system.
- To attend Year group related evenings and other related events i.e. Parents Evenings, being the first point of contact and setting the expectation.
- To organise CAF meetings, attend and minute meetings.
- To book rooms where required.
- To organise and distribute Year 7, and leaver photographs.
- To organise the immunisation programme for students.
- To work with the Exams Officer, HOY and Attendance Support Officer to monitor attendance and locate students where necessary.
- To organise student ambassadors and email Tutors weekly with the rota
- Locate missing students.
- To cover the Attendance Support Officer in the event of her absence to monitor absence calls, etc.
- To have an appropriate level of First Aid training and well-being awareness to support students appropriately.

**OTHER DUTIES**

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required.

**Alan Henderson**  
**Principal**  
**September 2023**

## SUPPORT STAFF

### Key Worker Student Services

Applicants will be required to meet/demonstrate the following specifications:

#### ESSENTIAL

#### DESIRABLE

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##### Qualifications

5 A-C grade GCSEs or equivalent

Further or higher qualifications

##### Knowledge and Experience

Experience of working with cross-sections of people

Experience of working in a learning environment

ICT literate

##### Personal Qualities

Excellent inter-personal and communications skills

Methodical and organised working methods

Ability to work as part of a team

A calm and professional approach to the various tasks

Ability to meet deadlines and prioritise workloads

A positive attitude towards personal development

A positive attitude towards supporting students

Smart appearance