



# Heathside School

## Job Description & Person Specification

<b>Job Title</b>	Student Support Coordinator	<b>Grade</b>	ELM7
<b>Department</b>	Student Services	<b>Hours</b>	<b>35 hours per week Monday to Friday 08am – 4pm (Maternity Cover)</b>
<b>Reports To</b>	Head of Learning	<b>Weeks</b>	<b>38.4 weeks (term-time only)</b>

### JOB PURPOSE

Student Support Co-ordinators support the work of Heads of Learning and Form Tutors. They provide administrative support and deal directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student well-being and progress. Each Student Support Co-ordinator works with a specified year group or key stage of students.

### MAIN DUTIES AND RESPONSIBILITIES

#### Administrative

- Recording and monitoring student attendance including contacting parents/carers of late/absent students.
- Maintain, monitor and track student data, i.e. personal data, behaviour and performance data provided by teaching and support staff ensuring concerns referred to Head of Learning as appropriate
- Organise & participate in activities relevant to year group i.e. transition visits to feeder schools, induction ensuring smooth transition for all new students
- Organise educational activities and events including but not limited to Parent's Consultation & Information Evenings, work experience placements and any other trips or activities
- Type letters, reports, minute meetings and organisation of filing systems both electronic and paper

#### Student

- Supporting and advising students to meet the expectations of the school to ensure appropriate behaviour, good progress, whilst maintaining oversight of emotional & physical well-being, reporting concerns to Head of Learning or CPLO as appropriate
- Meet with students to review progress as part of Progress Monitoring Cycle.
- Acting as a first point of contact and support for Parents and Carers
- Liaising with teaching staff, Special Needs Coordinator, Home School Link Worker and School Counsellor in order to support the needs of students, where necessary coordinating appropriate support/interventions.
- Liaising with external agencies such as Educational Welfare and Children's Services
- Provide cover on a rota basis for inclusion and supervise students in sixth form common room at break and lunchtimes if necessary
- Attending trips to help supervise students
- Be available to allocated cohorts at break and lunch time during contracted hours, as appropriate, balanced with other areas of responsibility.

#### Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Take responsibility for your own well-being;
- Participate in appropriate induction programmes to support new staff into the trust and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable.

Request adequate support to achieve these targets if this is appropriate.

- The ethos of the Trust is included within the strapline “Respect, Endeavour, Commitment” and its core value of ‘Respect’. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- Work collaboratively to share good practice, resources and ideas and realise the Trust’s visions and aims. Act with professional integrity at all times, following the “Code of Conduct”.
- Utilise IT to improve communication and reduce paper use. Security procedures must be followed when using IT systems.
- Follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable IT Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using IT systems or Trust IT equipment.
- Ensure compliance and adhere to the Trust and Academy Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- Ensure that the highest priority is given to guidance and regulations to safeguard children and young people. Ensure any safeguarding or child protection issues are acted upon immediately by informing the Designated Safeguarding Lead.
- This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

**“ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

Person Specification	Essential	Desirable	How Assessed
<b>Experience</b> Previous experience of working with young people in a school environment Working with people at all levels both internally and externally Delivery to tight deadlines	E E	D	App App/Int App/Int
<b>Skills, knowledge and abilities</b> Excellent organisational, interpersonal and IT skills Excellent written and oral communication and presentation skills Ability to manage own workload and prioritise tasks Ability to work well under pressure to deadlines Able to demonstrate decision making skills and to give advice Good IT skills, e.g. Excel, Word, SIMs Meticulous attention to detail & maintain high level of accuracy Able to work on own initiative and under direction Able to evaluate learning needs & seek opportunities to address Good understanding of further and higher education	E E E E E E E E E E		App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int/Ref App/Int App/Int
<b>Qualifications and Training</b> Good general level of education Awareness of safeguarding procedures	E	D	App App
<b>Personal attributes</b> Good interpersonal communication skills, ability to relate well to young people Calm and confident under pressure Flexible, efficient and highly organised Empathy and discretion, able to react sensitively and appropriately to the needs of students Self-motivated, hardworking, willingness to go the extra mile A team player, able to work as a part of a small team and the wider school team	E E E E E E		Int/Ref App/Int App/Int Int Int Int/Ref

**App** = Application

**Int** = Interview/Test

**Ref** = Reference

<b>Employee Name</b>		<b>Line Manager Name</b>	
<b>Employee Signature</b>		<b>Line Manager Signature</b>	
<b>Date</b>		<b>Date</b>	