

Job Description: Student Support Manager

Reports to: Vice Principal / Assistant Headteacher - Inclusion
Salary: Ark Support Staff (Outside London), Band 8, £24,416 – £30,455 per annum
Hours: Full time, 42 hours per week, term time only (39 weeks per year)

The Role

- To provide high quality, well-planned pastoral support and guidance to students and their families in order to promote high expectations, raise aspirations and facilitate academic progress
- To enable all students to develop personal excellence and a sense of pride within the academy.

Key responsibilities

- To analyse attendance and behaviour data, using it to rapidly diagnose concerns and plan action to be reported to the Pastoral Vice Principal
- To identify students in need of additional support and initiate, deliver and evaluate a support plan appropriate to their needs
- To resolve issues that are impacting on academic performance in a timely manner
- To ensure that parents are fully involved in their child's pastoral care by establishing regular contact with those in the most need
- To provide welcoming and supportive opportunities, such as invitations to assemblies, training sessions, celebrations, etc. for parents to engage in the life of the academy and small school
- To be the first point of contact for parents with queries about support for their child within the small school
- To ensure the calm and quiet movement of students around the school site
- To ensure that students are appropriately supervised at lunchtimes, providing them with appropriate activities and signposting opportunities elsewhere in the academy
- To support teaching staff by providing pastoral expertise and advice as and when required
- To supervise students departing the site at the end of the school day, ensuring neighbourly behaviour
- To prepare documentation for and liaise with other stakeholders involved in the pastoral care of students both within and outside the academy
- To help secure an aspirational culture of achievement, hard work and perseverance within the small school through day-to-day discussions with parents and students, formal assemblies and other formal events
- To take a lead role in transition between key stages, ensuring that students' needs are well met at these times
- To provide cover and support when needed in the other small school
- To work with the academic tutor and teaching staff to follow up any issues regarding the quality and frequency of homework.

Academy Culture

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships

Other

- Undertake other various responsibilities as directed by Line Manager or Principal
- Ability to work as part of a team as well as working on their own initiative.