

# Job Description: Student Support Manager

**Reports to:** Head of Year/Assistant Principal

**Start date**: ASAP.

**Salary:** Ark Band 6, Pay Point 8 – 19 (£25,740 - £30,903) depending on experience

**Working Pattern:** Term Time Only (39 weeks per year)

# Purpose

* To support the Head of Year to develop a strong culture and ethos, exemplified by high expectations, exemplary behaviour and exceptional attitudes to learning.
* To promote and embed the school and cohort culture within and beyond lessons, including in key set pieces such as assemblies and line ups.
* To provide pastoral care for all students in the cohort, working with teachers, leaders and families to promote students’ academic, social and emotional wellbeing.
* To ensure all academy routines and expectations are fully embedded across the cohort
* To embed a culture of excellent attendance within the cohort so that it does not fall below expected levels
* To implement and uphold the academy’s behaviour policy and rewards system, running interventions and implementing follow up as necessary

**Key Responsibilities**

* To enshrine the academy’s values in the day-to-day experience and conduct of the pupils, both inside and outside the classroom
* To be the first port of call for parents and carers in relation to student behaviour and barriers to learning
* To mentor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
* To facilitate weekly interventions for groups of students
* To lead on the development of a range of peer mentoring activities.
* To reward good behaviour and challenge/take action/investigate on incidents and poor behaviour including uniform and punctuality issues.
* To be present at post exclusion meetings and regularly meet with families of students whose behaviour is causing concern
* To encourage students to become more actively involved in academy life including charity and community work
* To actively support students around issues regarding their welfare and safeguarding
* To support students and classes in a set number of lessons each week, liaising with the pastoral and inclusion teams to ensure that all students’ academic needs are met in the classroom
* To support with cover lessons in the year group where necessary

**Leadership and Management**

* To form an effective Year leadership team with the Head of Year, tutors and other leaders
* To lead agenda items in Year Briefings and encourage a team culture with tutors
* To liaise with outside agencies regarding individual students

**Academy Culture and Systems**

* To coordinate and support year groups activities including rewards, assemblies, social times, ASCU and lesson transitions
* To deal with behavioural incidents and keep records of interventions.
* To provide cover supervision for tutor groups, On Tour and Seclusion when needed

**Other**

* To undertake additional duties required by the Vice Principal, Secondary Headteacher and/or Principal
* To share the school’s commitment to safeguarding and promoting the welfare of young people
* To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (e.g., bereavement training, restorative practice)



**Person Specification: Student Support Manager**

**Qualification Criteria:**

* Qualified to work in the UK

# We are looking to appoint an individual with the following attributes: Behaviours

* Committed to the development of self – discipline in young people.
* A sense of moral purpose in education; an individual who firmly and wholeheartedly believes that every child has the capability to succeed in education, both academically and pastorally.
* A belief in rigorous approaches to discipline.
* An understanding that young people must be held to account for their actions in order to learn.
* An unwavering commitment to the development of personal responsibility in young people.
* A belief that quiets, orderly classrooms are the best places for young people to achieve their full potential.
* An understanding that structure is liberating in schools.
* A commitment to the AJK pillars and culture and ethos.
* A firm belief that a reason is not the same as an excuse, and an understanding of how to apply this belief in conversations with parents and pupils.
* Committed to the involvement of the whole family in a child’s education.
* A growth mindset and a want to improve and develop throughout their career.
* A commitment to non-invasive behaviour management techniques.
* A belief that all individuals are capable of improvement.
* Understanding that character development is central to an education.
* Honesty, integrity and kindness at the heart of all their actions.
* An understanding that strict isn’t the same as unkind and that kindness and rigour and mutually

beneficial, not mutually exclusive.

# Other

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here,*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf) *but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.