

Job Description: Student Support Manager

Reports to: Head of Year/Assistant Principal

Start date: September 2022

Salary: Ark Band 6, Pay Point 8 - 19 (£23,405 - £28,497) 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

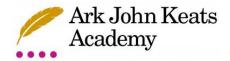
- To form an effective Year leadership team with the Head of Year, tutors and other leaders
- To lead agenda items in Year Briefings and encourage a team culture with tutors
- To liaise with outside agencies regarding individual students

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 quiet, 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, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.