

## 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.*