

# Salendine Nook High School

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**JOB TITLE:**            **STUDENT SUPPORT MANAGER**

**GRADE:**                **7 / 8**

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## **Purpose of Role**

To raise achievement by supporting students so that they are able to take full advantage of the broadest possible education and to be successful in their own right.

## **Summary of Responsibilities**

The following outlines the duties required for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility held.

## **Background Information for Candidates**

Student Support Managers will work with the Director of Student Support and the Heads of Year in the first instance to ensure that all students are given the support they need to allow them to display excellent timekeeping, regular and excellent attendance, behave and dress appropriately and, most importantly, to take full advantage of the widest possible education available at SNHS. Student achievement and success is at the heart of this work.

## **Main Duties**

To ensure that all school procedures relating to attendance and lateness are followed and recorded.

- To implement school policy on procedures and sanctions relating to behaviour e.g. lesson checks, reports, detentions, exclusions.
- To liaise with parents to keep them informed regarding any issues relating to their child's behaviour.
- To liaise with outside agencies as appropriate.
- To assist with the preparation of reports/records of meetings and to attend where appropriate.
- To ensure appropriate arrangements are made for students who are excluded, are unwell or have accidents e.g. appropriate work sent home.
- To assist with events such as medicals, photographs, parents' evenings if staffing requires.
- To uphold the SNHS uniform code.
- To be part of the rota for student supervision before school, in Isolation and detentions and immediately after school
- To ensure students receive mentoring and support which enables them to resolve difficulties and concentrate their efforts on appropriate academic achievement.

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- To induct new students.
- To support the implementation of a positive ethos within year groups and promote a positive behaviour code for students within these groups.
- To assist when requested at interagency or other professional meetings
- To ensure the maintenance of accurate and up to date student information on SIMS, CPOMS and behaviour trackers and alert staff as necessary.
- To assist the pastoral team in any reasonable task according to need.

## **Additional Duties:**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- Maintain a visible, professional and high profile within the school

## **Other Specific Duties:**

- To continue personal development
- To engage actively in the performance review process
- To undertake any other duty as directed by the Principal

## **General**

As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:**            **Director of Student Support**

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**RESPONSIBLE FOR:**        **None**

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