

Job Description

Job Title: Student Support Leader

Location: Unity City Academy

Hours of work: 37

Reports to: AAVP - Behaviour

Purpose of the Role:

To monitor and report on student behaviour, attendance and punctuality in a set year group.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Provide support and advice to students in order to promote personal development and aspiration with respect to both learning and health and welfare.
- Work with the Attendance Officer on a daily basis to improve attendance.
- Maintain high standards of student uniform throughout the Academy.
- Student behaviour monitoring and actions to improve behaviour of learning, including leading in internal exclusion provision.
- Look out for and take action to resolve any relationship/bullying issues between students.
- Keep accurate records of all incidents including recording of incidents of bullying and racist incidents using Arbor and the electronic record system.
- Collate weekly merit rewards and report data for the termly Year trophy.
- Support the Director of Learning in acting on student underachievement.
- Manage the wider rewards for the Year Group and celebrate success through assemblies.
- Organise rewards visits and events.
- Run detentions for students arriving late and support the detention system within departments.
- Help to lead a team of tutors.
- Lead the daily 'tutor first' meeting to coordinate a response to behaviour issues within the house team.
- Carry out lunch time duties as agreed.
- Carry out 'on call' duties as agreed on the timetable.
- Link with external agencies in partnership with the multi-agency coordinator.
- Prepare witness statements for court, regarding attendance.
- Support pastoral support plans and alternative curriculum pathways.
- Attend any meetings and case conferences to support the welfare of the students in the year group.
- Attend all UCA meetings to share concerns and agree actions.
- Actively contribute to the CAF process, attending meetings as required as well as acting on and following up agreed actions.
- Liaise with other external agencies.
- Be aware of and comply with policies and procedures relating to child protection and all of safeguarding children.
- Encourage students to take part in enrichment activities.

- Promote the SMSC and fundamental British Values development of students in the year group through weekly assemblies and fundraising events/theme days.
- Support with whole Academy events such as parents evenings, open evening and other calendared events.
- Contribute to raising attainment of all students with the Director of Learning.
- Lead the Year student council meetings and make sure all groups are represented.
- Promote opportunities for student leadership, such as peer mentors, sports and literacy leaders.
- Administer in-year admissions as requested by the admin team and attend transfer meetings at other schools as required.
- Ensuring good communication with parents and members of school staff by the use of personal contact, letters, telephone calls, emails and other means as appropriate.
- Undertaking home visits where appropriate.
- Covering absence of other colleagues in the team, as appropriate.

Year specific job role:

Student Support Leaders (SSL) will be responsible for a single year group. Each of these year groups will have a key focus, as detailed below. The SSL should support the learning team in achieving successful outcomes in these specific roles.

Year 7 - the Year 7 SSL will be responsible for supporting the transition of students from year 6 to year 7 and will work closely with all feeder primaries to maintain a warm and welcoming environment for new students, this will include liaison with the SEND department and the strategic and operational lead for transition.

Year 8 - the Year 8 SSL will be responsible for preparing students for their option process and helping them to make choices required to fulfill their future academic and career ambitions. The SSL will work closely with the Curriculum Leaders.

Year 9 - the Year 9 SSL will be responsible for assisting students in a transition from Key Stage 3 to Key Stage 4, parental liaison for studying, timetable amendment support and pastoral embedding of study skills.

Year 10 - the Year 10 SSL will be responsible for the supporting of students in their commencement of serious GCSE study, this will include intervention, pastoral support for increased academic focus and the assistance with the development of key study skills.

Year 11 - the Year 11 SSL will be responsible for helping students prepare to sit their public examinations including helping them to deal with the stressful experience this presents, parental study liaison, assisting the DOL with revision and intervention logistics and working with the Careers lead to help students focus on post 16 provision.

General Responsibilities

1. To be an Ambassador for the Academy
2. To model the core values of the Academy in your professional life and to promote and develop the Academy's vision, ethos, aims and objectives.
3. To establish a culture that promotes excellence, equality and high expectations for all students.
4. To contribute positively to discussions leading to the development of effective policies, practices and structures.
5. To respond professionally to unplanned situations, crises and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the Academy and to maintain good discipline.

6. To attend meetings with your Line Manager and also with external agencies and organisations.
7. To foster and support extra curricular activities in the interest of the Academy community e.g. Academy productions, concerts, sports activities, trips and excursions.
8. To take on additional responsibilities as directed by the Principal or SLT link.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Student Support Leader

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● 5 GCSE including English and Mathematics Grade A* – C or equivalent ● Successful experience working with children in a school environment 	<ul style="list-style-type: none"> ● Qualified to degree level and above
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Ability to make a proactive contribution to the work of the team supporting students, their families and carers ● Ability to work with parents and carers to improve support for students ● Contribute to the development and implementation of effective systems to share information ● Ability to demonstrate effective implementation of the Academy's 	



		<p>Behaviour Management policy</p> <ul style="list-style-type: none"> • Ability to demonstrate effective strategies to achieve inclusion of students at risk of social exclusion • Good understanding of the Academy organisation, timetable and learning and pastoral support systems • Good understanding of child development and pastoral issues such as inclusion and transition 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	
	Abilities	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to be able to present 	



		<p>information in a logical and systematic manner</p> <ul style="list-style-type: none"> • Ability to work successfully as part of a team or alone • Excellent IT skills • Good organisation skills 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Ability to negotiate effectively with adults and children • Ability to use clear language to communicate information • Ability to listen effectively • Strong interpersonal, written and oral communication skills 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	



Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	
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