#

**STUDENT SUPPORT MANAGER**

**Responsible to and mentored by:** Assistant Headteacher – Personal Development and Wellbeing

**Purpose of the job:** To supervise and manage students in Conduct and support through ACS

## *Expectations:*

We expect all educators at Marden to:

* Be committed to raising standards and continuous improvement
* To ensure the Keeping Children Safe In Education 2022 outcomes
* Relate well to our students
* Put student needs first
* Be self starters and aim for the best in what they do
* Have confidence and competence in the use of ICT
* Be team players
* Communicate well
* Be positive and co-operative, especially in times of change
* Review what they do regularly
* Be punctual
* Have Hope, Agency, Leadership
* …and always to support, implement and develop House Style

***Key Tasks:***

**Supervise individual students working in Conduct for short periods lasting normally a day. This will include:**

* Recording the student’s presence in Conduct
* Ensuring that the students do appropriate work during their time in Conduct
* Liaising with the student’s Head of Year over progress made/any mentoring during their time in Conduct
* Ensuring that the students carry out the work in silence
* Giving the students appropriate assistance with their work, if appropriate
* Updating SIMS with the C4 information
* Have restorative conversations with students to reduce the number of referrals

**Support students through ACS across the school day, undertaking administration / other tasks related to Behaviour for Learning. This will include:**

* Monitor behaviour in the school by being part of the ACS team during registration, lesson time and social time.
* Supporting students through monitoring of behaviour through the day with subsequent follow up actions alongside pastoral team and SLT
* Utilise SIMS and behaviour information to identify classes and students who require further in class support and intervention through ACS
* 1-1 mentoring to address academic underachievement of student cohorts across the year groups
* Involvement in any investigations of behavioural incidents, providing support to all who need it and gathering clear information ready for next steps
* Attendance at any pastoral meetings and external meetings necessary.

**Assist and support the Head of Year with persistent behaviour issues / BFL. This will include:**

* 1-1 mentoring with students where there are persistent referrals to detention and Conduct
* Working with / analysing data to inform next steps for students
* 1-1 mentoring of other students in the year group to support learning
* Communicating with parents, if necessary and with Head of Year agreement

**Other reasonable requests made by the Headteacher**