



Job Description			
Job Title	Student Support Manager	Job Holder	
Author	Jo Evans	Line Manager	Deputy Head Teacher i/c Behaviour
Date Reviewed		Next Review Date	
Level	6	SCP	24 – 29 £30,142 - £34,454 FTE
Hours	37 (Working arrangements to be agreed)	Weeks	Term Time plus INSET

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>Drive up standards of behaviour across the school Effectively manage challenging pupil behaviour in line with the school's Behaviour policy Ensuring rigorous monitoring of whole school behaviour standards and communicate regularly with SLT.</p>

Responsibilities. To	
1	Be a first response for every day behaviour issues in school as part of a rota of the Pastoral team
2	Investigate reported incidents of behaviour issues and provide detailed feedback to SLT as necessary
3	Be a visible presence across the school particularly at start of school, breaks and the end of the day, modelling expected behavioural routines and effective behaviour management techniques.
4	Provide specialist, advice, guidance and support to all staff relating to Behaviour Management
5	Coach and provide training to all staff in order to implement a consistent approach to behaviour management in line with the school's policy.
6	Provide in class support for teachers in relation to behaviour and specific children
7	Provide support to write effective behaviour plans to ensure a consistent, yet individualised approach
8	Oversee all behaviour plans ensuring they are monitored and regularly reviewed for effectiveness
9	Work closely with the class teachers and the SENCO to identify children who require specialist behavioural intervention and to ensure that this intervention is monitored for effectiveness.
10	Develop relationships with parents and communicate with them directly about any incidents with their children.
11	Attend parents' evenings
12	Using specialist knowledge and skills, to support positive behaviour choices
13	Develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups ensuring that they are regularly monitored and reviewed for effectiveness



14	Work with children to identify, set and monitor behaviour targets
15	Establish productive and effective relationships with children, acting as a role model and setting high expectations of behaviour.
16	Work with individuals and groups to support learning activities and develop behaviour for learning.
17	Provide effective and appropriate feedback to children in relation to behaviour, both positive and negative
18	Engage pupils in providing peer mentor support in making effective behavioural decisions
19	Contribute to the preparation of individual child risk assessments, positive handling plans and individual behaviour plans
20	Engage with the Inclusion team providing behaviour updates, feedback and data analysis on a weekly basis
21	Identify and introduce new and innovative approaches to behaviour management
22	Ensure behaviour incidents are appropriately recorded and provide support to staff where necessary
23	Supervise internal exclusion including communicating with parents, ensuring suitable work for the child and supporting the child.

Staff Management	
24	Establish and implement procedures, expectations and checks in relation to the Pastoral Team
25	Responsible for the deployment and work of the above-named staff
26	Promote teamwork and to motivate staff to ensure effective working relationships.
27	Conduct performance management reviews in respect of the Pastoral team in accordance with the School's Performance Management policy and be responsible for organising suitable continuous professional development opportunities for each person.
28	Ensure the team managed is fully aware of their duties under KCSIE, GDPR and Health and Safety, and that they adhere to the school's policies at all times.
29	Provide support to the Business Manager with the induction process for all staff

Other Duties	
30	Undertake such other duties as reasonably correspond to, and are commensurate with, the general character of the post.
31	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
32	Understand and comply with the Support Staff Standards at all times.
33	Actively promote the inclusion of all children into whole school activities.
34	Actively seek opportunities for professional development.



35	Be aware of and respect all children's religious beliefs and cultures.
36	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.
37	Develop effective, professional working relationships with colleagues
38	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
39	Carry out a 30 minute duty each week

Compliance	
40	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
41	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
42	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
43	To follow the school's policy and procedure in the recording of appropriate incidents on CPOMS and escalate to the Designated Safeguarding Lead as necessary.
44	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
45	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.