

**BOURNE COMMUNITY COLLEGE**

**Student Support Manager**

**Job Description**

It is essential that all staff actively promote the aims of The College –

* To ensure every student develops their potential to flourish and be successful
* To have high expectations of all staff and students
* To respect all those in our community locally, nationally and internationally

All members of staff are required to participate in the College’s appraisal scheme.

**Reporting to Line Manager**:

To support student wellbeing within the College, addressing the emotional, mental and physical needs of the students to overcome barriers to learning.

**Main Responsibilities–**

* To be a main point of contact after the Tutor for students and parents, especially in relation to the day to day working of the School Behaviour Policy
* To assist the Year Leader for a designated Year group/s
* To prioritise the issues arising from contact with students and parents to minimise the disruption to learning and to ensure that issues are dealt with efficiently and at the right level
* To support the personal, social and academic development of students and promote their wellbeing within the specified Key Stage
* To work as an active member of a tutorial team to support colleagues in setting high expectations for standards of behaviour, dress and achievement
* To contribute to the overall ethos, work and aims of the College
* To assist in maintaining links with home, internal and external support services involved with student welfare
* Attendance and follow up of issues at TAC, TAF, CP and PSP meetings
* Co-ordinating arrangements and attendance at Settling In Checks, Parents Consultation Evenings, Open Day/Evening and Welcome Day/Evening
* Liaison with outside agencies
* Attendance at reintegration meetings and note taking
* Supporting the designated member of staff in Child Protection issues
* To be First Aid trained
* Provide break and lunch time supervision to students

From time to time the post-holder may be required to work beyond contracted hours. Payment and/or time in lieu will be subject to negotiation with/at the discretion of the Headteacher.

The post holder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.

January 2020