



<b>Job Profile:</b>	<b>Student Support Coordinator (Grade 8)</b>
<b>Responsible to:</b>	Assistant Headteacher Student Welfare and Development
<b>Responsible for:</b>	Student Support Workers, linking with the school counsellor to triage and manage the referral process. Oversight of day-to-day work of the Student Support Administrators
<b>Hours:</b>	37 hours /week, term time only (39 weeks including 5 inset days).  Hours are initially from 8am daily with 20 minutes unpaid lunch break. This may be subject to review if the needs of the school change in the future.

### **Job Purpose**

- To support the House Leaders in providing a first point of contact and response for individual students in need of targeted support to overcome barriers to learning and progress in order to ensure that all students can be successful in school.
- To allocate each student, or group of students, to a student support worker in the team, which includes the Team Leader.
- To monitor and evaluate the effectiveness of support provided by the team with Assistant Headteacher (AHT) Student Welfare and Development
- To work with the school councillor to most effectively identify need from self referrals

### **Main Responsibilities**

- To line manage the student support workers (SSW) to ensure that all identified students are receiving planned and targeted support to help them overcome barriers to learning.
- To monitor and evaluate the effectiveness of the team in meeting students' needs by ensuring that appropriate records are maintained and that school data e.g. attendance and behaviour, show improvements in outcomes for students in receipt of support.

- To analyse attendance, behaviour (welfare) data to provide reports or direct the team's work as appropriate for specific students
- To assist House Leaders in investigating breaches of school rules and behavioural expectations e.g. interviewing students, taking statements, and supporting restorative processes.
- To liaise with House leaders, SENCOs, School councillor and AHT Student Welfare to most effectively plan support/ intervention

**In addition, to fulfil all the duties of the student support worker:**

- To support the House Leaders by working with individual students and groups of students, where appropriate, when issues affect their performance / attendance/ behaviour at school, particularly on issues such as social skills, anger management and self-esteem building.
- To keep detailed records of interventions and track students' progress through measurable evaluations.
- To maintain appropriate records and confidentiality.
- To work in accordance with Child Protection policies and procedures.
- Assist in the educational and social development of students by offering curriculum and pastoral support.
- To liaise with outside agencies, specifically CAMHS, Social Services and the Police to access appropriate support and make referrals to appropriate agencies, particularly using the EHA and TAF processes.
- To build links with other agencies in order to ensure that they receive appropriate support and that good communication is achieved.
- To oversee outside agency visits to school to see students and to feed back information to relevant staff.
- To assist in providing information and support at times of transition such as year 6 to 7 transition on admission to school, transfers to school and post-16 choices.
- To offer support to parents/ carers/ families of vulnerable students at school. This could be in the home, in school or other appropriate venue, or by 'phone.
- To promote close collaboration between families and school staff, encouraging and facilitating effective dialogue between parents and teachers about children's progress.
- To take part in relevant training, professional development and supervision.
- To support students placed in the withdrawal room with return to lessons.
- To carry out other duties as may be reasonably assigned by the AHT Student Welfare and Development.

**General Responsibilities**

- Follow school policies and procedures.

- The relevant professional standards apply for this post.

### **Health & Safety**

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

As a manager you also need to be fully aware of the relevant activities expected of you in relation to H&S, including the need to ensure:

- All new employees, that you manage, are fully briefed at induction
- Your team are regularly reminded of key issues and responsibilities
- Your staff undertake appropriate health and safety training, including refresher training as necessary
- You carry out risk assessments, and implement them, for processes, operations and activities under your control
- Health & Safety is a regular item at Team Meetings
- Your staff are set appropriate targets as part of performance management