



## Head of Student Support - JOB DESCRIPTION

<b>Reporting To:</b> Assistant Headteacher	<b>Payscale:</b> TEAL Associate Staff Pay Scale, Point 25
<p><b>Job Purpose:</b></p> <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>Under the direction of the Assistant Headteacher, support the strategic leadership and management of the school in the key areas of student achievement and pastoral support; contributing to a learning environment which is engaging and fulfilling for all students and fosters continuous improvement in the quality of education offered by the school.</p>	
<b>Key Responsibilities: Specific</b>	
<ul style="list-style-type: none"> <li>• Work with the Assistant Headteacher for Student Support in embedding policy and practice as well as using data to secure consistently high standards of behaviour and attendance for all students across the school.</li> <li>• Lead the work of the Heads of Year in developing effective intervention support for those students on IBPs.</li> <li>• Be a point of contact for students and parents, especially in relation to the day to day working of the school’s Behaviour Policy.</li> <li>• Support and offer guidance to pastoral colleagues across the school with the investigation and resolution of incidents in line with the schools behaviour policy.</li> <li>• Work with the Assistant Headteacher in the strategic development of behaviour support and intervention to enable students to successfully access the schools curriculum provision where behavioural needs are a barrier to achieving this.</li> <li>• Manage the effective use of the behaviour withdrawal spaces, ensuring the systems are in place.</li> <li>• Manage the pastoral support staff, ensuring that students in need of behaviour referral are supported effectively within school.</li> <li>• Ensure efficient recording and intervention to maintain high levels of positive behaviour across all lessons.</li> <li>• Support the Heads of Year to develop strategies to address in-class behaviour within their years</li> <li>• Maintaining accurate and timely data on CPOMS, the school’s safeguarding electronic records, to ensure that issues are escalated appropriately and within timescales in accordance with the safeguarding procedures.</li> <li>• Develop, support and mentor students, when necessary, in consultation with the Heads of Year. This will include working closely with students who have been suspended or placed in School Remove.</li> <li>• Undertake “duty supervision” at Student Reception before and after school.</li> <li>• Cover the absence of other pastoral staff where appropriate.</li> <li>• Supervise student social areas at break times and lunchtimes and being available to students at these times.</li> <li>• Provide cover in the behaviour withdrawal spaces where applicable and supporting detentions.</li> <li>• Oversee the Heads of Year response to restorative work with teachers and students, providing advice on behaviour strategies and supporting where necessary.</li> <li>• Respond to calls from classrooms to intervene with behaviour issues and help with displacements and re-integration into the classroom, responding quickly to ensure students are safe within the school.</li> <li>• Communicate effectively with students, parents and school staff, ensuring that all relevant stakeholders are fully aware of concerns, action taken, outcomes and achievements.</li> <li>• Take a lead on reintegration meetings following suspensions.</li> <li>• Provide pastoral leadership to ensure cohesive and aligned systems across KS3 and KS4 and develop the team spirit</li> </ul>	
<b>Key Responsibilities: General</b>	
<p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision.</p> <p>The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.</p> <p>TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.</p> <p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).</p>	



## Ethical Behaviours Charter

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>