



Job Description

Role Title	Student Support Centre Manager
School	Academy of St Nicholas
Grade	PO1 SCP 27-30
Hours	Term Time. 35 hours for 39 weeks
Responsible to	Deputy Head Behavioural Lead
Responsible for	None
Main purpose of the role	
To manage the Student Support Centre using a range of strategies to engage students and promote learning and good behaviour.	
To assist in leading the improvement in mental health for students	
Core responsibilities and tasks	
Key duties: <ul style="list-style-type: none">• To provide a strong classroom presence where students are engaged and make progress.• To implement successful strategies to manage student behaviour and promote positive attitudes to learning.• To supervise students placed in the Student Support Centre and ensure that appropriate work is set and completed and returned at the end of each day to the classroom teacher for marking• Ensure a high-quality learning experience for students which meets internal and external quality standards• To encourage independent learning.• To establish a supportive relationship with the students and develop ways of praising and promoting self-esteem, including promoting the general progress and well-being of individual students.• To develop strategies to help classroom staff manage the learning and behaviour within the Student Support Centre	

- Working with other professionals and internal staff to develop, lead and implement strategies to improve student mental health.
- Lead and implement appropriate strategies to support students in improving their behaviour.
- To regularly evaluate the support offered to students taking appropriate action where necessary.
- Maintain discipline in accordance with the Academy's procedures, and ensure that students follow the Academy Code of Conduct.
- Assess, record and report on the behaviour, progress, development and attainment of students and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of students, including contributing to the preparation of action plans and progress files and other reports.
- Liaise with the Head of Year and Director of Progress to ensure the implementation of the Academy's pastoral system and Behaviour Policy.
- Alert the appropriate staff to problems experienced by students and to make appropriate recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents/carers of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Take part in liaison activities such as Parents' Evenings, review days and liaison events with partner schools.
- Contribute to the whole Academy's planning activities.
- Take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and behaviour management strategies.
- To deliver training sessions to staff as required
- Work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To monitor and evaluate curriculum areas in line with agreed Academy procedures with regard to work set for students in the Student Support Centre, providing information which will contribute to modification and improvement where required.
- Contribute to PSHCE and citizenship and Curriculum for Life according to Academy policy
- Take part, as may be required, in the review, development and management of activities relating to the pastoral functions of the Academy.
- Contribute to the development of professional and effective relevant links with external agencies
- Ordering and allocation of equipment and materials.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
- To be aware of and adhere to school policies and procedures.
- To undertake other relevant tasks which fall within the scope of this post.

