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<b>Role:</b>	<b>Student Support Leader</b>
<b>Grade:</b>	D
<b>Working hours:</b>	36.25 Hours per Week 40 working weeks per year (term time plus one additional week)
<b>Working days:</b>	08:15-16:00 Monday – Friday
<b>Location:</b>	Crofton School
<b>Reports to:</b>	Head of Year

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This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

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### **Job Purpose:**

To support pastoral and learning needs for students in specified Year group, so that their opportunities, and life chances are significantly improved.

To support positive outcomes for disadvantaged students

To work effectively with parents and a range of agencies to achieve the same.

To facilitate efficient and effective running of inclusion room in collaboration with other SSLs

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### **Roles and Responsibilities:**

#### **Pastoral Support**

- Investigate pupil behaviour issues that arise and support an effective outcome which makes appropriate use of all school policies and procedures, including use of rewards, sanctions and restorative meetings in liaison with Head of Year and where necessary other staff, agencies and parents.
- Provide effective support and guidance for all pupils with particular emotional and vulnerable needs.
- Provide effective support and guidance in order to maintain high standards in the wearing of pupil uniform and in respect of school policies or other aspects of pupil appearance (e.g. jewellery and hairstyles)
- Make full use of the capability of the SIMS pupil information system. (behaviour, mentoring, assessment data).
- Attend all relevant meetings, including Pastoral and Tutor Meetings.
- Analyse records of pupil behaviour and utilise results effectively.
- Providing 'same day' follow-up telephone calls notifying parents/carers of pastoral issues

- Conduct meetings with Parents and liaise with outside agencies / attend meetings as directed by Head of Year.
- Supervise inclusion room and 'Revision and Intervention Centre' (R.I.C) as and when required.
- Analyse daily records on conduct in inclusion room and follow up as required.
- Provide support for leadership of one of the following areas, as reviewed and directed annually by AHT Behaviour and Attendance:
  1. Year 7 transition process
  2. Monitoring and maintenance of records for student for Alternative Provision
  3. Co-ordination and support for school's anti-bullying strategy
  4. Co-ordination and support for school's student leadership strategy
  5. Co-ordination of school's strategy to support a specific vulnerable group (e.g. Young Carers, LGBTQ+, Service Children)

**Other Support:**

**Record Maintenance:**

- Keep clear, comprehensible notes of any meetings or verbal conversations with parents, students and teachers to ensure a clear track record of conversations, issues raised and any action taken.
- Retain files securely and accurately and regularly report on types of issues encountered in order to inform pastoral support and planning.
- Record outcomes of interventions with students and monitor students in order to assess their support needs.
- Upload all safeguarding information onto CPOMs
- To keep records and notes in accordance with Data Protection Act 1998 and the ethical framework

**Health and Safety:**

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

**Additional Duties:**

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

**Review:**

This role profile will be reviewed annually during the IPP process and may be amended after consultation.

Date Reviewed: 23/05/2023

Reviewed by: Simon Harrison

Additional notes:

- All aspects of role relate specifically to assigned Year group.