

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

JOB TITLE: Student Support Co-ordinator
REFERENCE: AAAE7066
GRADE: 7
RESPONSIBLE TO: Student Support and Inclusion Lead

JOB PURPOSE

To support the Progress and Pastoral Leader and Education Welfare and Attendance Lead to ensure high quality pastoral care for a cohort of students within a Key Stage. To promote high levels of attainment, development, welfare, behaviour and attendance.

PRINCIPAL RESPONSIBILITIES

- 1 To encourage positive attitudes and behaviour for learning in and around school.
- 2 To be the first point of contact for colleagues, parents and outside agencies, with regard to student welfare and development.
- 3 To plan and help implement support strategies for students with a wide range of needs, including low attendance.
- 4 To give assistance to those students requiring additional help and supervision.
- 5 To be a point of immediate referral from colleagues to assist in resolving matters of welfare, development and general behaviour.
- 6 To support the work of Form Tutors in their pastoral roles and where necessary under direction of the Education Welfare and Attendance Lead refer matters to the appropriate internal or external agency e.g. SENDCO, Counsellor, Family Support Worker, School Nurse, PCSOs, ELSA or Safeguarding Team.
- 7 To attend where necessary TAF meetings and other meetings with internal and external agencies.

- 8 To support the completion of TAF paperwork and carry out follow up actions.
- 9 To support students who are newly admitted to school or returning following absence.
- 10 To support aspects of Personal, Social, Health and Citizenship Education.
- 11 Working with others, to arrange and deliver proactive intervention programmes with groups of individuals, e.g. Emotionally Based School Non-attendance, Building Self Esteem, Mentoring.
- 12 If required, become ELSA (Emotional Literacy Support Assistant) trained in order to deliver scheduled sessions
- 13 To assist with and when required lead Student Voice activities
- 14 Attendance at relevant after school meetings and Consultation Evenings or other activities at these times.
- 15 To be on the rota for Assemblies and be present during each assembly.
- 16 To support the school's 'On Call' provision and when necessary support with the ad hoc nature of pastoral issues as they arise.
- 17 To support the lunchtime Duty Team.

NOTE

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.