



BISHOP ULLATHORNE CATHOLIC SCHOOL

Job Description

Post title:	Pupil Support Manager	Grade 6
Work pattern:	37 hours per week working Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm with half hour for lunch each day for 39 weeks of the year.	

Job Purpose

To be responsible for managing the care, guidance and support of students and liaising with the Key Stage Leader with overall responsibility for the students in the phase.

Description of Duties and Responsibilities

The Pupil Support Manager post is responsive to the needs of students, tutors and parents. There is room for new initiatives to be developed by Key Stage Leaders/ Pupil Support Managers to meet the changing needs of students. The list of responsibilities below does not exclude new initiatives. Tasks may be subject to re-negotiation to accommodate new ones.

1. Lead and manage meetings and briefings according to school systems and processes, and in liaison with the Key Stage Leader and Leadership Group as necessary.
2. Be responsible for promoting good attendance and punctuality of the students by; setting attendance targets for the Year Group and for individual students, using school data to monitor and mentor individuals and groups, managing the attendance rewards system across the allocated Years, working with parents, the Attendance Clerk, SENDCo and the EWO, to achieve the school's attendance targets.
3. Have oversight of action taken by tutors and subject staff to promote positive relationships between students and between students and teachers. Be responsible for recording, supporting and initiating strategies to help students' social development.
4. Monitor and mentor individual students in danger of becoming disengaged and liaise with the tutor, Careers Advisor, training providers and other agencies as appropriate.
5. Take responsibility for every day contact with parents, in liaison with the tutors, record parent contact and communicate issues to the appropriate staff, for action where necessary. Make home visits or meet with parents on site as appropriate.
6. To escort students to placements, appointments, home as required.
7. Contribute to alternative curriculum arrangements of disengaged students by mentoring and monitoring and where necessary visiting them in their placement.
8. Undertake some data analysis relating to the allocated Year Groups, ensuring that computerised records

are up to date. Utilise different ICT packages and at times work with the school Data Team and Subject Leaders.

9. Manage the rewards and sanctions within the allocated Year Groups in liaison with the tutors and lead tutor team together with the development of strategies to motivate students to attend and to achieve.
10. Make an active contribution to whole school initiatives to give students a voice in their teaching, learning and welfare, including assisting with the organisation of the Student Year Council.
11. Be responsible for the positive transition of students who arrive mid year, liaising with the Headteacher, parents, subject staff, tutors, and other staff as appropriate and organising pupil support.
12. Be responsible for the monitoring and mentoring of Looked After Children including liaison with the Education Access, foster parents/ carers, social workers and other agencies as appropriate. Manage the Personal Education Plans of Looked After Children and lead the meetings in conjunction with the SLT member responsible for Looked After Children and the SENDCo.
13. Contribute to events such as parents evenings/ progress days and assist the Key Stage Leader and Leadership Group to organise the events.

Note about Year Events.

Each Year Group has a number of special calendared activities, which will require the Pupil Support Manager to contribute, usually with the Key Stage Leader and the tutors. Some needs may be cross-phase and the Pupil Support Managers are expected to work together or, through negotiation with the Key Stage Leader, to take a specific responsibility, which is cross phase. For example, Looked After Children may become a cross phase activity. Some Year events remain the same each year, others may develop and change.

14. Refer child protection concerns to the named person for Child Protection.
15. Contribute to Common Assessment Framework Processes including identifying students causing concern, meeting with parents/ carers, organising multi-agency meetings in school to support the student and attending focus group meetings and core group meetings as appropriate and in liaison with the Learning Manager and the named person for Child Protection.
16. Undertake and such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

