

**JOB DESCRIPTION**  
**THE ROSELAND MULTI ACADEMY TRUST**

<b>Job Title:</b>	Student Support Manager – Wellbeing & Safeguarding (Temporary)
<b>Grade:</b>	H (Points 1 – 6)
<b>Employment:</b>	37 hours per week (Monday to Friday), term time (38 weeks)  Salary paid for 43.6 weeks per year  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
<b>Responsible to:</b>	CEO, CFO, Headteacher & Leadership Team of Falmouth School, Chair of the Trust Board, Learning Leaders
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Designated Safeguarding Lead, Learning Leaders, Student Support Managers, Attendance Officer, Trust Board, Local Monitoring Committee, staff, students, other schools and colleges, parents/carers, visitors to the schools, external agencies and professionals

**Main Purpose of Job**

As Student Support Manager, you will engage positively with students, along with key staff, to provide a first response for students in need of support with managing personal difficulties and positively supporting their safeguarding and wellbeing. This is a varied and rewarding role, helping students to learn social and emotional skills, which will have a positive impact on their achievement.

You will support the robust safeguarding practices within the school and Trust and form professional and supportive relationships with students. As part of the safeguarding team and Deputy Designated Safeguarding Lead, you will have a complete safeguarding picture and along with the Designated Safeguarding Lead be part of a team who advise on the response to safeguarding concerns. You will be able to develop systems to accurately record the programmes and actions taken to support students, and use these to evaluate their impact on the potential to help young people make outstanding academic progress. You will meet regularly with the Student Support Team, which includes members of the Leadership Team and Learning Leaders to share information. You will resolve issues, where possible, and confidently liaise with other staff and external agencies when required to improve students' emotional wellbeing and to ensure the safeguarding of students.

Children's overall level of wellbeing impacts on their behaviour and engagement in school and consequently their ability to make outstanding academic progress. Our Trust's aim is to provide an outstanding education Where Everyone Succeeds and this role will support all students in being able to positively engage with their learning.

**Main Responsibilities**

- To be Deputy Designated Safeguarding Lead and carry out safeguarding duties and liaise closely with other services such as local authority children's social care.
- To triage any student that is referred to you and to quickly assess how best to support them.
- To use the student information systems to gain knowledge of a student and to accurately record the situation and necessary action to support the student.

- To proactively engage with families, outside agencies, and the wider community to promote consistent support for children and young people's safeguarding and wellbeing.
- To record, report and manage, through the use of a software system, situations relating to safeguarding.
- To de-escalate incidents when student emotions are running high, supporting and reassuring them, allowing them space and time to calm so that they can regulate, engage in support and re-engage in their learning.
- To learn and implement the best practice in Keeping Children Safe in Education and to safeguard and promote the welfare of children and young people with staff and colleagues.
- To learn and have excellent knowledge of multi-agency work in keeping children safe.
- To know when and how to escalate when a student needs support.
- To foster positive relationships with parents and carers and develop general strategies to re-engage reluctant parents.

### **Expectations**

- All staff are expected to positively self-evaluate to ensure an outstanding education for our students.
- To know and engage in our school staff cultures and support each other in achieving outstanding education for our students.
- To lead in your role and engage in workforce development and professional development opportunities.
- To work collaboratively with colleagues across The Roseland Multi Academy Trust to improve Trust wide systems.
- Attend induction training; training as appropriate and training relevant to the post, including safeguarding training relevant to the role of Deputy Designated Safeguarding Lead.
- To undertake such other duties as are commensurate with the grade of the post, as may be reasonably required by your Headteacher.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred and to have professional curiosity. This means that they should consider, at all times, what is in the best interests of the child, to act on this and share information with other multi-agency professionals.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b><u>Relevant Experience</u></b>	<ul style="list-style-type: none"> <li>• Practical experience of working in a busy environment.</li> <li>• Practical experience of ICT, email and other office electronic applications ie Google.</li> <li>• Ability to communicate effectively with internal and external bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul>
<b><u>Education &amp; Training</u></b>	<ul style="list-style-type: none"> <li>• A GCSE qualification (or equivalent) at a good pass level in English and maths.</li> <li>• Deputy DSL.</li> <li>• Training linked with the safeguarding of young people</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualifications or equivalent experience.</li> </ul>
<b><u>Special Knowledge &amp; Skills</u></b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and equality. Understanding of safeguarding procedures, including the understanding of working with outside agencies to support the safeguarding of young people</li> <li>• Good organisational skills and record keeping.</li> <li>• Ability to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Effective oral and written communication skills.</li> <li>• Sound IT skills to maintain electronic information systems.</li> <li>• Experience of the school environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Input data into spreadsheets and computer programs (SIMS &amp; pupil tracking systems) and be able to analyse these results to identify trends.</li> <li>• Understanding of the developmental, emotional, social and educational issues of children and young people.</li> <li>• Understanding of working with young people who require or would benefit from emotional support.</li> </ul>
<b><u>Any Additional Factors</u></b>	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to build effective working relationships.</li> <li>• Experience of working in partnership with parents and professionals.</li> <li>• Enjoying working with young people.</li> <li>• Desire to continually develop professional expertise.</li> <li>• Ability to manage competing demands.</li> <li>• Necessity to remain confidential and discreet and handle sensitive data appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence.</li> </ul>