

Brentwood Ursuline Convent High School Job Description



Deputy Student Support Co-ordinator

Job Title	Deputy Student Support Coordinator (incl Deputy Designated Safeguarding Lead)
Grade	2020 Scale 5
Reports to	Deputy Headteacher
Working Weeks and Hours	<p>35 hours per week, Term Time plus 2 weeks. Note: hours of work are initially likely to be 10.00 to 5.30 pm Monday to Friday as there is an increasing likelihood of matters to be dealt with at the end of the school day. An element of flexibility with regard to hours of work is preferred in the event of serious safeguarding matters arising.</p> <p>Note: this post is for a fixed term to 31st July 2021</p>
Liaison with	All staff and students, parents and outside agencies
Job Purpose	To support the Student Support Co-ordinator in providing pastoral and safeguarding care to the students in the school
Principal Accountabilities	<ul style="list-style-type: none"> • Provide support to allow students to better cope with the challenges they face. • Ensure the provision of support mechanisms • To encourage the inclusion of students with emotional and/or behavioural difficulties in a mainstream setting.
Duties	<ul style="list-style-type: none"> • Support the Deputy Headteacher, and where appropriate all staff, in dealing with behaviour issues in the school. • Monitor behavioural referrals and entries in SIMS. • Help staff put in place strategies to improve behaviour, attendance and punctuality and to monitor and evaluate their effectiveness. • Investigate incidents; liaise with other staff, parents and external agencies as appropriate. • In collaboration with other staff determine the relevant support for students and ensure that it is carried out and that relevant parties are kept informed. • Withdraw students from lessons where necessary as a result of matters which have arisen. • Attend meetings with external agencies eg EWO / CAMHS / Social Workers.

Deputy Student Support Co-ordinator

	<ul style="list-style-type: none"> • Collate learning resources for long term absence and liaise with parents. • To participate in the evaluation and review of the agreed support in conjunction with other Student Support Staff and/or School staff. • To attend relevant meetings, some of which will be off site. • To consult with parents regarding student support matters and responding to incidents of challenging behaviour. • To be aware of and working within the School's policies relating to Child Protection and physical contact with students. • To take personal responsibility to make the decision when appropriate to inform parents by letter of incidents that may have occurred. • Liaise with pastoral admin support staff. • Keep the Deputy Head informed of all issues. • Keep accurate records, in accordance with school policy and GDPR, and to disseminate information appropriately.
Deputy Designated Safeguarding Lead responsibilities	<ul style="list-style-type: none"> • To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding. <ul style="list-style-type: none"> • Be familiar with, understand and apply the school's Child Protection Policy appropriately. • Refer cases (or support staff making referrals) <ul style="list-style-type: none"> ○ of suspected abuse to the local authority children's social care ○ where there is a radicalisation concern to the Channel programme. • Refer cases to Disclosure and Barring Service or Police as required • Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns. • Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.

Deputy Student Support Co-ordinator

	<ul style="list-style-type: none">• Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time.• Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.• Provide cover for the Designated Safeguarding Lead as required.
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.• To have regard for the Catholic Ethos of this school• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade".

Deputy Student Support Co-ordinator

DEPUTY STUDENT SUPPORT CO-ORDINATOR

General heading	Detail	Specific examples
Qualifications & Experience	Specific qualifications & experience	Experience of working with children in a professional setting
	Knowledge of relevant policies and procedures	Being aware of and working with the service policies in relation to Inclusion and Child Protection.
	Literacy	Educated to NVQ Level 2 or equivalent.
	Numeracy	Educated to NVQ Level 2 or equivalent.
	Technology	Good working knowledge of School ICT systems.
Communication	Written	Ability to write detailed reports, letters and complete complex returns.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Ability to overcome communication barriers with children and adults.
	Negotiating	Ability to negotiate effectively with adults and children.
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the Behaviour Management Policy.
	SEN	Ability to demonstrate that you encourage the inclusion of students with emotional and/or behavioural difficulties in a mainstream setting.
	Curriculum/School organisation	Good understanding of the school curriculum
	Child Development	Good understanding of child development. Ability to assess progress and performance and recommend appropriate strategies to support development.

Deputy Student Support Co-ordinator

	Health & Well being	Understand and support the importance of physical and emotional well-being.
Working with others	Working with partners	Ability to support teacher/practitioner to set up a positive learning environment for the children you work with. Ability to make a proactive contribution to the work of the team supporting children, their families and carers.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with a range of adults. Ability to influence the attitudes and opinions of others according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action.
	Information	Contribute to the development and implementation of effective systems to share and safeguard information.
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure.
	Line Management	Ability to support the work of others.
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
General	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and effective implementation of child protection procedures.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance.