**TONBRIDGE GRAMMAR SCHOOL JOB PROFILE**

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| Job Title:  Job Holder:  Line Managed By:  Date:  Pay and Conditions  | Student Support Coordinator  TBC  Curriculum Director  Spring 2025 (Permanent)  TGS Support Staff Scale 6. Currently £30,771 to £33,939 fte depending on experience (£27,500 to £30,331 pro rata)  39 weeks of term time including 10 Academy Days plus 10 additional days as agreed with Line Manager Hours 37 hours per week 8.30am – 5.00pm (one early day finishing at 4.30pm) including one hour lunch break  |
| **Job Purpose**  To manage all aspects of student wellbeing for a specific year group under the guidance of the Head of Year. Day to day liaison with students, teachers and parents to promote student progress and wellbeing.   |
| **Key Areas of Impact**  **Student Progress**  * Collaborate with the relevant Head of Year, the SEND Team and Form Tutors to support student progress
* Manage student support intervention
* Co-ordinate parents’ consultation evenings
* Play a key role in induction for all new students
* Administer and evaluate the behaviour and rewards system for students

 **Student Guidance and Support**  * Collaborate with Head of Year, the SEND Team and Form Tutors and other members of the Wellbeing Team to support student wellbeing
* Support systems to promote attendance and punctuality of students
* Take responsibility for the day-to-day management of student wellbeing and behaviour
* Contact parents to discuss student support and behavioural issues as required

 **Administrative Support**  * Provide administrative support to the Heads of Year
* Maintain student records including SIMs and MyConcern
* Provide support for Open and Evening events and examination results/registration day.
* Provide administrative support for meetings, Form Tutor handbook, publications.
* Manage transition and induction processes.
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| **Knowledge & Skills:**  **Student Support Coordinator should demonstrate the ability to:** * Demonstrate knowledge of safeguarding requirements for working with children
* Ability to manage own workload
* Maintain a high level of attention to detail and accuracy
* Demonstrate good knowledge of Microsoft Office components, especially Word, Excel and Outlook.
* Develop knowledge of School Policies
* Familiarity of Health and Safety in a school environment
* Liaise with external support agencies
* Knowledge of the IB Middle Years Profile and the IB Diploma Programme
* Current Ofsted framework
* School reporting structures
* MER processes
* Ability to maintain electronic student records using school systems such as SIMS
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| **Additional Duties:**  As with all employees of Tonbridge Grammar School, the Student Advisor will be expected to: * Play a full part in the life of the school community, to support the school ethos.
* Actively promote school policies.
* Commit to continuing professional development.
* Actively engage in the staff review and development process.
* Gain understanding of the IB Curriculum and the Middle Years Programme.
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| **Personal Qualities:** Self-awareness Social Awareness Emotional self-awareness Empathy Accurate self-assessment Organisational awareness Forward thinking Service awareness Self-management Relationship management Adaptability and initiative Ability to work as part of a team and collaborate with others Initiative Proactive Ability to work to deadlines and anticipate and pre-plan workloads Proven ability to relate well to young people   |
| **The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.** **This job description is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.**  |

Please sign and return one copy to Human Resources

Signed by Head Teacher…………………………………………………………………

Signed by Post Holder……………………………………………………………………