



## **Job Description / Personal Specification**

<b>Job Role:</b>	<b>Support Manager</b>
<b>Contract Hours:</b>	<b>37 hours per week, Term Time Only + 5 Development Days</b>
<b>Salary:</b>	<b>TCAT Pay range 6 / 7</b> <b>Depending on skills, experience and qualifications.</b>
<b>Line Manager:</b>	<b>AVP Ethos</b>

### **Purpose of the role:**

- To be responsible for designated year group and ensure that all schools systems and processes to enhance well-being, ethos and safeguarding are implemented and improved so that learning can better take place.

### **Generic Responsibilities:**

- To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff
- To work positively and enthusiastically with all stakeholders and in accord with the values, spirit and practice encapsulated in The Campus Charter and other standards as exemplified in the professional learning area of the intranet
- To be an ambassador for The Canterbury Academy
- To invigilate examinations as required.
- To carry out student supervision duties immediately before school, at break and lunchtime and immediately after school as part of contracted hours.
- Work may also include helping with displays, generic administrative tasks, collecting money for trips and preparing differentiated teaching materials under the direction of appropriate line manager.
- To undertake other duties as directed by the Principal

### **Specific Responsibilities:**

- To work with the appropriate members of the Learning Team.
- To implement school policy on procedures, rewards and sanctions relating to attitudes to learning for the year group, e.g. lesson checks, reports, detentions, exclusions and to monitor, record and action (as appropriate).
- To implement school policy on procedures and sanctions relating to school dress code

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- To ensure that all students' records are kept up to date and that relevant information is disseminated to appropriate staff and ensure any Statistical and statutory returns which fall within the responsibilities of this are accurate and on time
- To supervise internal isolation, whole school detention or other form of internal sanction applied to students.
- To liaise with parents/guardians to keep them informed regarding any issues relating to their child's attendance and attitudes to learning.
- To provide the necessary support at meeting with parents, exclusion meetings, Governors Disciplinary Meetings and Return from Exclusion Meetings (e.g. compiling reports, letters home, record of meetings) and to attend where appropriate
- To assist with events such as medicals, school photographs etc.
- To take a proactive role in ensuring that The Canterbury Academy exceeds its targets for attendance
- To be able to communicate effectively with parents/ carers or guardians with any concerns
- To attend AIM meetings as appropriate.
- To attend meetings and ensure agreed action is taken.
- To maintain case load, ensure appropriate action is taken and track progress.
- Working with appropriate members of The Learning Team to ensure that well-being of all students is looked after so that they are equipped to deal with demands of the curriculum, either educated off site or on site.
- To monitor the reintegration of students who are re integrating into mainstream education.
- To liaise with outside agencies as appropriate

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### Person Specification:

The successful candidate is likely to possess many of the following personal characteristics, experience, skills and knowledge.

### **Qualifications:**

- GCSE Maths and English

### **Knowledge & Skills:**

- Good numeracy and literacy skills
- Competent and effective user of IT, including Excel and Word and the ability to learn to use IT software relatively quickly.
- Attention to detail
- Experience of working in an office environment

### **Other Personal Qualities:**

- Abilities to work as part of a team, to work independently and to think laterally and creatively.
- Excellent interpersonal & communication skills.
- Ability to communicate effectively with parents, pupils, staff at all levels.

### Appraisal

- To take responsibility for their own professional development and the appraisal process.
- To maintain a professional portfolio.

### Continued professional development

- To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy.

### **HEALTH & SAFETY RESPONSIBILITIES:**

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

### **SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Process.