

<b>Post title:</b>	<b>Student Services Coordinator</b>
<b>Salary and grade:</b>	NJC 24 – 27, FTE Salary - £35,413 - £38,221 (Actual Salary - £31,599 - £34,104)
<b>FTE:</b>	37 hours per week, term time +5 days
<b>Line manager/s:</b>	Head of Campus (Academy Leadership Team)

---



### **Main purpose of the job:**

To positively and actively contribute to whole school improvement and successful outcomes for young people. In particular, to work closely with Academy leaders and to be the student services lead for our Enterprise Works campus, developing and managing systems and services for meeting the wider learning and community needs of our young people. This includes a key role in the design, implementation and evaluation of strategies to further strengthen inclusion and to remove educational barriers for young people.

To provide highly-skilled and complex pastoral support, including planned interventions, for young people's engagement, study skills, independence and wider development, removing all barriers to effective learning in the classroom. This extends to taking a lead role in partnership working with families and multi-agency professionals.

The role can include the day-to-day line management of other associate staff.

---

### **Key duties and responsibilities**

- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Undertake responsibilities delegated and distributed from the Head of Campus, when required to do so
- Nurture positive relationships and a positive community and culture for inclusion and learning throughout the campus
- Support students to thrive in our learning environment through developing their independent learning behaviours
- Act as first point of contact with the school for parents/carers and visitors and professionals and new students
- Develop constructive relationships and communicate with other agencies and professionals, including in multi-agency meetings

- Plan, do and review targeted interventions for young people facing multiple barriers to learning
- Support students with developing their independence in their communities, including navigating their access to relevant support services
- Support SENDCO and teachers with capturing the voice of young people and families in order to inform EHCPs and other professional plans
- Cover absent classroom staff when required to do so
- Lead student learning activities when required to do so
- Take a lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Undertake word-processing and complex IT based tasks
- Produce and respond to complex correspondence
- Manage complex administrative procedures
- Contribute to effective whole school safeguarding and risk assessment and site health and safety routines
- Maintain the confidentiality of all records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act
- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- Be responsible for the selection and management of resources, including budget management and regular audit of resources
- Contribute to effective marketing and promotion and public relationships of the school
- Line-manage associate staff, completing induction, appraisal and performance management, training and other personnel procedures
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times

## Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Academy Leadership Team consistent with the grade of the post and the experience of the Post holder

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	NVQ Level 4 (or equivalent) or evidence of working towards a relevant discipline.	•	
	GCSE (or equivalent) Maths and English at Level 2	•	
	Proven leadership skills	•	
	Evidence of further professional training	•	
<b>Experience</b>	Extensive previous experience in a support/associate staff role in an educational setting	•	
	Working knowledge of relevant polices/ legislation	•	
	Line managing other associate staff		•
	A role in transition plans for children and families and staff when students are new to school		•
	A role in support in the community for highly vulnerable children and families		•
	Previous experience contributing to the maintenance of EHCPs and other plans for students with SEND		•
	Full working knowledge of Health and Safety	•	
<b>Skills &amp; Thinking Ability</b>	Ability to manage the school's administrative systems	•	
	Ability to liaise with external agencies and professionals	•	
	Ability to persuade, motivate, negotiate and influence	•	
	Ability to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills, with a high level of accuracy and attention to detail	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
<b>Personal Effectiveness</b>	Excellent communication skills	•	
	Ability to work as a member of a team	•	
	Ability to respond flexibly and adapt to changing and challenging circumstances	•	
	Ability to operate calmly and effectively	•	
	Ability to demonstrate initiative and self- motivation	•	
	Commitment to a clear and shared vision for an effective organisation	•	
	A positive attitude to change	•	
	An ability to positively promote the school to students, parents/carers, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
<b>General</b>	Flexibility to meet the full range of job requirements	•	
	Ability to travel to a range of meetings and events and sites	•	

	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	•	
Commitment to the school's aims and values	•	
A firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
Understanding of and commitment to equal opportunities	•	
No serious health problems that will likely impair or impact on job performance	•	
Good attendance record in current employment (not including absences resulting from a disability)	•	