

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Mobile Support Manager
CONTRACTED HOURS	37 Hours Per Week 08:00–16.00 (Monday-Thursday), 08.00-15:30 (Friday) 40 weeks per year
LOCATION	Felixstowe School
GRADE / SCALE POINT – SALARY	NJC Scale 5 points 12-17
REPORTING TO	Assistant Headteacher

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of our schools are now successful and well-performing, judged 'good' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely excellent, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – Our People Strategy sets out an array of actions to ensure we become the employer of choice for school staff in the region.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

Core Purposes

- To provide support to all staff to help students overcome barriers to learning and promote achievement for all students.
- To support learning by encouraging students to arrive at lessons on time.
- To contribute to the general safety and discipline of the school, especially at break and lunchtimes.
- To support the Restoration Room.
- To act as a mentor to students accessing restorative programmes, as directed.

KEY TASKS & RESPONSIBILITIES

Main Duties

- Provide 'On Call' support to staff during lessons and support with behaviour incidents.
- Ensure that students attend lessons on time.
- Maintain records of students who are not in lessons during lesson time.
- Run internal truancy detentions and maintain parental contact regarding detentions.
- As necessary, communicate with the families and carers of children in need of extra support, keeping them informed of the child's needs and progress to secure positive family support and involvement.
- Compile and prepare written reports on mentored students or incidents when requested.
- Actively promote the school's Equal Opportunities and Racial Equality Policy in all aspects of work.
- Be on duty at break and lunchtime.
- Provide front-line support with the security of the site and the safety of students and staff.
- Establish regular contact with the Community Police Officer and assist the police as necessary to ensure the safety of the school community.
- Accompany school trips, including driving the minibus when required.

Restoration Room and Mentoring

- Supervise students in the Restoration Room, support restorative and reintegration work, maintain accurate records of attendance and interventions, and escalate concerns in line with school procedures.
- Maintain appropriate professional boundaries and confidentiality when mentoring students and communicating with families or carers, sharing information only in accordance with safeguarding and school procedures.

Behaviour and Incident Response

- Respond to behaviour incidents using appropriate de-escalation strategies, dynamic risk assessment and the school's emergency procedures, seeking additional assistance where required.
- Record incidents, actions and outcomes accurately and promptly on the school's behaviour-recording system and escalate serious or recurring concerns.

Attendance, Records and Data Protection

- Record and monitor students who are out of lessons or late, identify and report patterns of concern, and provide accurate information to relevant staff to support timely intervention.
- Handle student and family information securely, accurately and confidentially in accordance with data-protection requirements and school policies.

Family and Multi-agency Working

- Work professionally with families and carers and, where relevant, liaise with social care, youth services, alternative provision, the police and safeguarding partners to support students and promote the safety of the school community.

Health and Safety

- Follow all health and safety procedures, including arrangements for lone working, site security, first-aid response and relevant risk assessments.
- Take reasonable care for personal safety and the safety of students, staff and visitors, reporting hazards or concerns promptly.

Training and Flexibility

- Complete and maintain required training in behaviour management, restorative practice, safeguarding, first aid and minibuss driving or certification, where applicable.
- Attend occasional meetings, training, school trips or school events outside normal working hours where reasonably required, with appropriate notice and in accordance with contractual arrangements.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The post holder must report safeguarding concerns promptly to the Designated Safeguarding Lead or appropriate deputy, follow the school's child-protection and safeguarding procedures at all times, maintain appropriate records, and complete all mandatory safeguarding training and updates.

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

The duties outlined in this Job Description will be reviewed regularly with you to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. It is not a comprehensive

statement of tasks but sets out the main expectations of the school in relation to your professional responsibilities and duties.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	A relevant qualification.	
Experience	- A proven track record of working successfully with young people. - A proven track record in handling challenging behaviour.	- Experience in a secondary-school, pastoral, behaviour or inclusion setting. - Experience using school management-information or behaviour-recording systems.
Skills and Knowledge	- Sound written communication. - Excellent verbal communication and interpersonal skills. - Word processing and spreadsheet skills. - Ability to handle confrontational situations effectively. - Enthusiasm for making a difference and improving students' achievement. - Ability to work within school structures, independently and as part of a team. - Ability to command the confidence of school staff. - Ability to liaise successfully with agencies outside the school.	- Training in restorative practice, mentoring or de-escalation. - Knowledge of attendance procedures and barriers to learning. - Understanding of SEND, trauma-informed practice and contextual safeguarding.
Aptitudes / Personal Qualities	- Ability to engage constructively with and relate to a wide range of young people and families or carers from different ethnic and social backgrounds. - A proven commitment to equal opportunities. - A willingness to keep up to date with current thinking on how best to support students and to participate in relevant CPD activity. - Excellent attendance and punctuality.	
Safeguarding Commitment	Articulate a commitment to safeguarding and suitability to work with children and young people.	
Other Requirements	- Satisfactory Enhanced DBS check and references. - Ability to travel between sites and drive the minibus when required.	- Current first-aid qualification. - Full driving licence and appropriate minibus

		entitlement, subject to the school's requirements.
Values & Ethos Alignment	• Alignment with Unity Schools Partnership and our Schools values and ethos.	