

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Student Advisor
Job Holder:	TBC
Line Managed By:	Curriculum Director
Date:	September 2023 (Permanent)
Pay and Conditions	TGS Support Staff Scale 6. Currently £27,387 to £30,207 depending on experience (£24,476 to £26,996 pro rata) 37 weeks of term time plus 10 Academy Days and 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 Curriculum Director.
Day to day liaison with students, teachers and parents to promote student progress and wellbeing.

Key Areas of Impact

Student Progress

- Collaborate with Curriculum Directors, Assistant Curriculum Directors, 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 Curriculum Directors, Assistant Curriculum Directors, 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 Curriculum Directors and Assistant Curriculum Directors
- 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.

Knowledge & Skills:

Student Advisors 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

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.

Personal Qualities:

Self-awareness

Emotional self-awareness
Accurate self-assessment

Social Awareness

Empathy
Organisational awareness
Forward thinking
Service awareness

Self-management

Adaptability and initiative
Ability to work to deadlines and anticipate and pre-plan workloads
Achievement orientation
Initiative
Proactive

Relationship management

Ability to work as part of a team and collaborate with others
Proven ability to relate well to young people

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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 the Head Teacher's Executive Assistant

Signed by Head Teacher.....

Signed by Post Holder.....