

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Student Advisor Y9-11 (sabbatical cover)
Job Holder:	TBC
Line Managed By:	Curriculum Director
Date:	Fixed term from February 2022 to 31 st August 2022
Pay and Conditions	TGS Support Staff Scale 6 (£26,083 - £28,769 fte) per annum 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. Day to day liaison with students, teachers and parents to promote student progress and well-being.	
Key Areas of Impact Student Progress <ul style="list-style-type: none">• To liaise with Curriculum Managers and other members of the student support team with respect to student progress.• To oversee academic monitoring, progress and intervention strategies.• Coordinate team of Learning mentors• To manage student support intervention• To manage and develop parents' evenings• To play a key role in induction for all new students• To administer and evaluate the behaviour and rewards system for students Student Guidance and Support <ul style="list-style-type: none">• To liaise with Curriculum Managers and other members of the student support team with respect to student wellbeing.• Support systems to promote attendance and punctuality of students• To take full responsibility for the day to day management of student welfare and behaviour• Contact parents to discuss student support and behavioural issues as required.• Liaise with outside agencies as required.• To contribute to the delivery of assemblies• To contribute to the planning and delivery of Learning Mentor time	

Administrative Support

- To provide administrative support to the Y9-11 Team.
- To co-ordinate the administration of full and interim reports/progress.
- To support the management and administration of student course choices
- To maintain student records including SIMS.
- To provide support for Open and Evening events and examination results/registration day.
- To provide administrative support for meetings, learning mentor handbook, publications.
- To 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

Previous experience of the schools' database SIMS (**S**chools **I**nformation **M**anagement **S**ystem) would be an advantage. Training will be given on bespoke systems.

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.....