



## CARLTON LE WILLOWS ACADEMY

### JOB DESCRIPTION

### STUDENT ADVISER

**Responsible to:** Assistant Director of Student Services

**Grade:** Scale G3

**Working Time:** Full time (37 hours per week, term time only)

### PURPOSE

Working under the guidance of the Assistant Director of Student Services and in close collaboration with house leaders and tutor teams, to support individual and/or groups of students through a range of pastoral support systems and processes in order to ensure improvements in their wellbeing, attitude to learning, behaviour, attendance, punctuality, success rates and progression.

### Student Support:

1. Receiving parents and visitors and dealing with enquiries and correspondence and then acting upon matters appropriately in accordance with Academy policy and procedure, including responding to letters and emails and alerting relevant staff to particular issues as required.
2. Ensuring that all relevant information relating to students (eg behaviour, personal development, medical information etc) is shared with the appropriate staff and recorded in accordance with Academy policy and procedure on information sharing as necessary.
3. Implementing the Academy's safeguarding, well-being and behaviour policies and procedures effectively including carrying out investigations of incidents, taking statements, using restorative approaches and generally acting upon issues that arise from such actions as required under the guidance of the Director of Student Services.
4. Promoting the consistent use of the rewards and consequences systems within house groups and departments.
5. Liaising with parents/carers on issues relating to behaviour and well-being.
6. Working with form tutors to help promote the general progress and well-being of students as required.

7. Working with other staff, external agencies and parents/carers on the preparation, implementation and review of pastoral support programmes and EHAFs for those at risk of disaffection or exclusion.
8. Supporting the reintegration of students from exclusion
9. Providing students experiencing problems with encouragement, reassurance and comfort as and when necessary, in accordance with skills and training.
10. Providing mentoring and guidance to groups and /or individual students.
11. Promoting good attendance and punctuality, in accordance with Academy policy and where required, liaising with the relevant staff and outside agencies on issues of persistent lateness and absenteeism.
12. Monitoring uniform in accordance with Academy policy and acting upon issues of non-compliance that may arise.
13. Assisting with transition events involving primary schools.
14. Assisting with the mid-term induction/transfer of students.
15. Attending parents' evenings and other events when required.
16. Attending meetings as required on behalf of the Academy in support of students and families.
17. Working with house leaders and other staff on the co-ordination of inter-house events, activities and competition.
18. Working with house leaders and other staff on the co-ordination of whole school/individual year group events.
19. Participating in recreational, educational, charitable and social activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.
20. Providing first aid as required.
21. Covering for absent tutors, where necessary.
22. Sharing good practice within the student services team and offering support to others where required.
23. Keeping accurate records of work undertaken, including writing reports and minutes.
24. Maintaining up to date student records.
25. Updating student services displays and notice boards.

**School Support:**

1. Being aware of and complying with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Being aware of and supporting difference ensuring all students have equal access and opportunities to learn and develop.
3. Contributing to the overall ethos/work/aims of the school.
4. Participating in the appraisal process, attending training and other learning/development activities as required.
5. Playing a full part in school life by contributing to students' wider development through, for example, clubs, extracurricular activities and events.
6. Accompanying teaching staff and students on visits, trips and extracurricular activities as required.
7. Invigilating examinations as and when required.
8. Undertaking the role of amanuensis for students in an examination context as required.
9. To undertake any such duties as may be required by the headteacher.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: ..... (Employee)      Date: .....