

SUPPORT SERVICES CO-ORDINATOR (Schools)			
Reference No.	I516.01	Type	Individual
Service	Education and Children's Services		
Job Family	Para-Professional 5	Grade	FC7

Purpose
To co-ordinate the Pupil Support team and the wider achievement team within the school. To work as a senior member of staff providing a safe, secure and inclusive environment for pupils. To develop positive relationships with pupils, parents, staff and other services, building pupil confidence, and enhancing their ability to learn. To remove barriers to learning by developing links with the Community and Employers and by developing and managing the enhanced educational pathways.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and implementing strategies to promote inclusion, raise attainment and achievement and assisting with the acquisition of skills for learning, work and life.	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in a relevant discipline</p> <p>Knowledge of issues facing secondary aged children (Focus on customers See 'How We Work Matter' Framework)</p> <p>Experience of working with young people in an educational setting</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
Developing and maintaining effective programmes of work for the Positive Destinations Group (PDG) and Nurture Group.	<p>Organisational skills</p> <p>Experience of developing systems and quality assurance (Deliver results)</p>	<p>✓</p> <p>✓</p>	
Undertaking first-line management responsibilities including allocating and checking work and attendance management procedures.	<p>Experience of working as part of a service focussed team</p> <p>Experience of managing staff</p>	<p>✓</p>	<p>✓</p>
Leading the in-school PDG and Nurture Group teams and overseeing all projects.	<p>Experience of leading and developing projects</p>	<p>✓</p>	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Sourcing and managing funding streams outwith educational provision.	Initiative taking skills (Take ownership)	✓	
Creating and managing the PDG and Nurture Group diary.	Experience of managing diaries Time management skills	✓ ✓	
Liaising with all agencies/colleges and further training providers with an input into the groups.	Communication skills Team working skills (Work together) Networking skills	✓ ✓ ✓	
Managing and overseeing an allocation from the Pupil Equity Fund and reporting on this funding stream.	Experience of managing funding		✓
Monitoring all projects and attainment in order to raise attainment and ensure that nominated pupils are happy, safe and achieving their potential.	Experience of working with children/adolescents and/or families to maximise learning opportunities Experience of achieving good working relationships with pupils, colleagues and parents	✓ ✓	
Updating the school management system regarding attendance, monitoring and tracking.	IT skills (Embrace technology and information)	✓	
Supporting, on a 1-1 basis, the most challenging and high tariff pupils.	Interpersonal skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

<p>Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).</p>	<p>PVG Children <input checked="" type="checkbox"/></p>	<p>PVG Protected Adults <input type="checkbox"/></p>	<p>PVG Both <input type="checkbox"/></p>	<p>None <input type="checkbox"/></p>
	<p>Basic Disclosure <input type="checkbox"/></p>	<p>Standard Disclosure <input type="checkbox"/></p>	<p>Enhanced Disclosure <input type="checkbox"/></p>	

Additional Information – the following information is included:

- Structure Chart
- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

