



Year Group Student Support Co-ordinator
Job Description
TLR3 £1,250

- Being the focal point for students who are self-isolating in a particular year group (The sixth form is treated as a year group given the number of students in Years 12 and 13)
- Act as virtual 'form tutor' for the school when students are isolating
- Offer remote one-to-one drop-in support for those who are self-isolating
- Contact parents of the most vulnerable students to offer support where required
- Liaise with curriculum leaders as appropriate
- Work alongside the attendance and pastoral teams to re-engage students who have not returned from periods of self-isolation
- Attend weekly pastoral briefing on Thursday morning and pastoral forum
- Report to Heads of Year where appropriate
- Maintain brief records of phone calls and actions on CPOMS