Co-op Academy Priesthorpe

**JOB DESCRIPTION**

**Post 16 Study Manager**

**Grade: SO1/SO2**

**Working Hours: Full Time TTO + 5 Days**

**Responsible To - KS5 Leader**

# Purpose of the post:

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To provide curriculum and pastoral support to the Post 16 team to ensure that outcomes and engagement in learning from students.

**Specific Responsibilities**

* Work with the KS5 Leader to co-ordinate and monitor academic and pastoral intervention.
* Liaise with Post 16 staff at Confederation schools and academies and support the team with travelling student issues.
* Support attendance monitoring and strategies to improve attendance in line with the academy policy.
* Support the co-ordination of work experience and enrichment opportunities.
* Monitor the transport arrangements
* Work with the Post 16 Leader to effectively market Post 16 provision at Priesthorpe to maximise student uptake, both internally and externally.
* Be responsible for the mentoring and support of students and their parents, at risk of underperforming as identified through progress and behaviour data, in consultation with KS5 Leader.
* Act as first point of contact for parents/carers with concerns or issues regarding student welfare that are/may impact on levels of progress.
* Monitor assigned studies in the Post 16 area, registering students on assigned studies, ensuring they are working effectively and monitoring all other students in the Post 16 area
* Implement the Behaviour Policy in Post 16 achieved by working closely with the KS5 Leader to monitor SIMS reports and those on Study Support.  Meeting weekly for a behaviour and attendance review of Post 16 and agree actions to be carried out.
* Act as first point of contact for students with pastoral and welfare concerns.
* Liaising with CP Officers regarding safeguarding disclosures and concerns
* Assist with Bursary applications and monthly payment review via attendance and behaviour information.
* Contribute to monitoring, self-evaluation and action planning to raise achievement.
* Liaise with CEIAG Officer regarding development of student pathways.
* Coordinate the monitoring and evaluation of student voice at Post 16.
* Contribute to KS4/5 transition and progression support at Post 16.
* Attend and support key Post 16 events, e.g. GCE and GCSE Results’ Days, Open Evening, Celebration Evening, Parents’ Evenings.

**Management (implementation) including Performance Management**

* Contribute to academy planning and outcomes through relevant sections of academy planning documents
* Ensure positive and effective communications with academy teams, external agencies and stakeholders.
* Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
* Maintain up-to-date role specific knowledge.
* Performance management of allocated staff.

**Monitoring**

* Actively monitor systems to achieve efficiency and value for money.

**Evaluation**

* Evaluate impact of resources and systems, ensuring added value is delivered.

**Other**

* Responsible for a student coaching group

**Strategic Direction and Development of Priesthorpe Academy**

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

* Facilitate open and clear lines of communication with all stakeholders.
* Contribute to the academy’s development and implementation of policies.
* Support all staff in achieving the academy’s priorities and targets.
* Ensure parents are well informed about the academy and their child’s progress.

**Integrity**

* We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the academy *at all times* in a truly positive way. This forms part of our ethos.

**Our Policies**

* The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

**Working with Staff**

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

* Support the implementation of the academy’s Performance Management policy.
* Follow the academy’s quality assurance processes.
* Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
* Promote an inclusive environment and support the development of strategies to improve attendance.

**Effective Deployment of Staff and Resources**

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

* Take advice on establishing priorities for expenditure and the cost effective use of resources
* Work within the academy’s Quality Assurance framework.

**NOTES**

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed as appropriate and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_