**EMSLIE MORGAN ACADEMY**

**JOB DESCRIPTION AND JOB SPECIFICATION**

**JOB DESCRIPTION**

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| JOB TITLE | **Head of Student Services (Lead Behaviour Professional)** |
| LOCATION OF WORK | **Emslie Morgan Academy** |
| RESPONSIBLE TO | **Deputy Headteacher** |
| SALARY RANGE | **£26,483 - £29,367 (actual salary)** |
| HOURS OF DUTY | **37 hours – Term Time + 2 Weeks** |

**SCOPE OF THE JOB**

The Head of Student Services is a specialist leader within the school and will link directly with all referring schools /commissioners, agencies and families. In all aspects the post holder must actively seek to promote the educational aims and ethos of this specialist alternative school. The post holder will work closely with the Deputy Headteacher in securing quality placements and outcomes which close gaps in the educational achievement and additional needs of our vulnerable students/families. The post holder is responsible for leading student services and contributing to the development of whole school improvement in the area of pastoral support and behaviour on a day to day basis.

**JOB OVERVIEW**

To lead, manage and monitor:

1. Safeguarding: Supporting the Designated Safeguarding Lead in all matters related to strategy, policy, operations, meetings, reports and multi-agency planning
2. Attendance systems: Supporting the Pastoral Team of form tutors in school priorities related to improving attendance and associated indicators for Emslie Morgan and within referring schools/commissioners
3. Vulnerable families/community links: Development of a parenting improvement strategy working closely with communities/social care and associated agencies
4. Admissions/inductions: To oversee admissions of pupils, directing appropriate pastoral staff re processes

**KEY TASKS AND ACCOUNTABILITIES**

* To be an **outstanding practitioner**
* Have a strong, secure knowledge and understanding of safeguarding, pastoral systems and the “think family/early help” approach to closing exclusion and achievement gaps
* To operationally support the DSL with safeguarding issues and direct staff/schools accordingly under the strategic direction of the DSL, referring to first response as required
* To represent the school/cases at external meetings with regard to troubled families, safer communities and liaise with external partners as appropriate
* To lead on common assessment framework procedures, act as CAF champion/trainer (E CAF system)
* Under the guidance of the DSL liaise with agencies putting packages of support and action plans in place as appropriate
* To have responsibility for the coordination of referrals to external agencies including MARAC, Prevent, LA Safeguarding Officers, youth offending service
* Lead and manage pastoral mentors/pupil support assistants
* To support the pastoral care team with school priorities related to behaviour and safety.
* To lead parenting development and external liaison with schools across the borough
* To lead the school’s admissions, inductions and reintegration processes
* To attend and/or ensure representation at all meetings related to vulnerable pupils, attendance and safeguarding (inc PEP meetings) and produce/ensure required reports are available
* Work closely and collaboratively with all staff in the school and across referring schools to support safeguarding and attendance improvement for referred pupils and families
* Be passionate about raising skills and engagement of the most vulnerable pupils
* Have the ability to inspire and enthuse pupils and staff to overcome barriers and achieve their full potential
* Be expected to meet the challenge of delivering the above to all pupils
* Be committed to the Emslie Morgan ethos of high expectations and achievement for all
* Ensure that parents and other stakeholders are well informed about the progress of pupils

**Leading the Emslie Morgan specialist pastoral team (pastoral and behaviour improvement offer)**

* To lead (and monitor) the pastoral care team (ensuring they are working to support school key performance indicators (attendance, exclusions, behaviour) and related priorities.
* To allocate duties and oversee operational systems to which the pastoral care team work.
* To provide direction and support for the pastoral care team where necessary.
* To host regular team meetings with all members of the pastoral team.
* To oversee professional standards of the pastoral care team
* To oversee recruitment of new members of the pastoral care team

**GENERAL RESPONSIBILITIES**

**Management and Administration**

To play a critical role in the life of the school, by providing a role model for behaviour improvement and teaching and learning; by making a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team and by taking advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning. Also including:

1. Line management and monitoring of specific staff
2. Ensuring support staff maintain relevant pupil progress data
3. Enabling the maintenance of good order in the school by supporting staff in the use of the behaviour policy.

**Maintenance of Professional Standards**

1. Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School, and the area for which you are responsible;
2. Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School;
3. Ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles;
4. Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.

**General Responsibilities**

* To work consistently to uphold school’s aims
* To work in a co-operative and appropriate manner with all stakeholders
* To work with pupils and parents in a courteous, positive, caring and responsible manner at all times
* To work with visitors to the school in such a way that it enhances the reputation of the school
* To seek to improve the quality of the school’s service
* To present oneself in a professional way that is consistent with the values and expectations of the school
* Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality and data protection, safeguarding, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* To act as an ambassador of Emslie Morgan

**Other Duties and Responsibilities**

The details contained within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the governors of Emslie Morgan will expect the Headteacher to revise the job description from time to time and consult with post holders at the appropriate time.

Emslie Morgan is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate.

**PERSON SPECIFICATION**

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| **Qualifications and Experience** | **Essential/ Desirable** |
| Substantial experience in working with young people and families with complex and additional behavioural, social and emotional needs | E |
| Experience in working across different educational and/or children’s services settings | E |
| Qualification at a minimum level 3 and/or equivalent (degree level desirable) | E |
| A successful career which includes working closely with external agencies, vulnerable children and families and leading others | E |
| Evidence of recent continued professional development relevant to the post | E |
| **Knowledge** |  |
| An up to date knowledge of safeguarding and attendance systems, policies and procedures | E |
| An up to date knowledge of agency roles and agency/school responsibilities in providing coordinated multi agency services/plans to meet the needs of the most vulnerable children and families | E |
| Knowledge of effective parenting and mentoring strategies | E |
| **Skills** |  |
| Good communication skills, including both verbal and written skills | E |
| Ability to demonstrate sound decision making based upon analysis and evaluation of complex information | E |
| Ability to develop action plans for children, young people and families in relation to reengagement and safeguarding | E |
| Ability to work in partnership with a variety of agencies and school leaders | E |
| Ability to provide leadership/support to colleagues in relation to safeguarding and attendance systems | E |
| The ability to communicate effectively with a range of potential audiences | E |
| High level ICT skills both to support learning and administration | E |
| Ability to introduce and lead on the Duke of Edinburgh Award scheme | D |
| **Personal Attributes** |  |
| The ability to manage oneself, including time management, professional direction and an ability to work as part of a team under pressure | E |
| High levels of discretion and confidentiality | E |
| Resilience, hard worker, dedication and a sense of humour | E |
| Evidence of a commitment to equality of opportunity and social inclusion | E |