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| Post | **Student Services Team Manager** |
| Grade | **TSAT Grade E**  **37 hours per week**  **Term time plus 5 days** |
| Accountable to: | **Head of School** |
| Accountable for: | 1. Developing an ethos of high expectations of staff and students with regards to attendance, punctuality, behaviour, well- being and child protection; 2. Take full accountability for this key area of the Academy’s work including leadership of the identified support staff to ensure all pupils are able to learn in a safe, secure, disciplined but ultimately supportive environment. 3. Undertaking the role of Designated Safeguarding Lead. (see DSL specific job description) |
| Key Responsibilities and duties | The key focus of this post is to ensure that every child is supported to achieve their full potential through an effective and efficient student services team that both challenge and support appropriately. To take lead responsibility for all safeguarding and child protection matters arising at the school and supporting all other staff in dealing with any child protection concerns that arise.   1. Reporting to the Head of School on progress towards the Every Child Achieves outcomes; Pupils are safe and secure, behaviour is consistently good and the academy has a calm and purposeful environment, attendance and punctuality are significantly improved, and pupil well-being is effectively supported. 2. Monitor with the Head of School and TSAT lead, data on attendance, exclusion or disengagement/poor behaviour that is impacting on pupil progress of vulnerable groups – for example Pupil premium, SEND; ensuring these groups are not disproportionally represented in absence, inclusion/isolation and exclusions. 3. To assist in planning and delivery of a range of practical school-based workshops for parents/carers. 4. To discuss with parents/carers within home context support strategies designed to encourage and develop appropriate behaviour in a variety of settings. 5. Promote and Coordinate Early Help assessments as required. 6. To work with a range of Academy staff, parents and appropriate agencies to ensure the Academy has good safeguarding procedures and practices   (vii) To encourage the inclusion of students with emotional, behavioural or attendance related difficulties . |
|  | **Leadership and Management**   1. Share leadership at a senior level for Every Child Achieves; 2. Attend pastoral meetings appropriately; 3. Contribute to the operational management of the Academy and ensure it functions effectively and efficiently; 4. Be a visible presence around the Academy and role model expectations and standards to all staff and students; 5. Make a significant contribution to the Academy self-evaluation process; 6. Assume any other responsibilities as may reasonably be required by the Principal or Executive Principal. |
|  | **Student learning and achievement**   1. See Key Focus (i) (ii) |
|  | **Staff Support and Challenge:**   1. Direct, monitor and support the work of staff you line manage; this will include regular line management meetings. 2. Liaise with the Head of School and TSAT Lead, on all appropriate attendance, punctuality, behaviour and welfare issues. 3. Remain positive at all times and lead staff by example. |
|  | **Learning Community**   1. Represent the Academy at appropriate Child Protection, Core Group, Strategy, Care and support meetings. 2. Take a leadership role in appropriate community partnerships/agencies– related to Care and well-being. |
|  | **Standards and quality assurance**   1. Support the aims and ethos of the Academy; 2. Set a good example in terms of dress, punctuality and attendance; 3. Attend and participate in school events ; 4. Uphold the school's behaviour code of conduct and uniform regulations; 5. Participate in staff training; 6. Attend team and staff meetings; 7. Develop links with governors, Local Authorities and partners schools and Academies including the Thinking Schools Academy Trust. |
|  | **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 Academy and the Team for which you are responsible; 2. Ensure the highest standards of professional conduct and confidentiality at all times |
| Other | * To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community |
| Community | * Maintain confidentiality inside and outside the workplace * Understand and apply Academy policies * Support Academy ethos and vision in the wider community |

This job description sets out the main duties of the post. Other duties may be assigned by the Executive Principal or the Academy Trust, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change