



The Petchey Academy

Job Description

Post : Student Manager

Responsible to: Head of Learning

Salary scale: Scale 6, Point 18 -20 £30,631 -£31,593 pro rata term time only (£34,770 - £35,862 FTE)

Location: The Petchey Academy

Core Purpose:

To help raise standards by working as part of a team to support students who need help to overcome barriers to learning. To ensure high standards of learning, behaviour and appearance for all students in a given cohort.

To work under the guidance of the Head of learning and within an agreed system of supervision to complement the professional work of the Head of Learning by taking responsibility for agreed support and interventions; providing support in addressing the needs of students in your year group who require particular help to overcome barriers to learning.

The post holder is expected to:

- Provide leadership and management for all students in a cohort to ensure high standards of behaviour, learning, achievement, guidance and welfare.
- Implement the school's behaviour policy.
- Provide general student support.
- Be a point of contact for parents when dealing with issues.
- Help the Head of Learning to identify those students who would benefit from additional intervention, identify and analyse their barriers to learning and assist in drawing up individual and group plans for such students to improve behaviour, attendance, punctuality, learning and achievement.
- Contribute to the implementation of individual action plans and help monitor and assess progress targets set out for students.
- Make and maintain contacts with families of students in need of extra support, and link with other agencies to develop strategies for overcoming barriers to learning.
- Liaise with other Heads of Learning and relevant staff in other schools to ensure efficient transfer of students between schools and, where appropriate, provide support to ensure the effective transition of students from Year 6 or to post-16 providers.
- Support the HOL with the process of reporting to parents, through parents' evenings.
- Keep efficient records in line with school procedures and produce such written reports as are required from time to time.

- To attend line management meetings to exchange information on targeted students from the year group, to discuss referrals and work effectiveness.
- To take part in, and contribute to, where appropriate, staff training programmes.
- To network with other staff in the school to share best practice.
- To encourage students in the year group to take up the educational opportunities offered by the school by developing strategies to combat disaffection and demotivation.
- To offer active support for and supervision of students at lunchtime.
- To contribute to extra-curricular activities where appropriate.
- Work with the HOL to establish and run effective student leadership activities
- Ensure children are safe.
- Undertake any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting school priorities.
- To lead on initiatives to improve attendance, punctuality, behaviour and parent engagement.
- Assist vulnerable pupils experiencing emotional or potential mental health challenges in a professional and empathetic manner.
- To attend TAC, TAF or other relevant meetings with external professionals.
- Support the Year group assemblies.
- To liaise with the attendance team to arrange/carry out home visits; communicating with parents/carers regarding attendance and punctuality concerns.
- Carry out a range of duties, including 'On-Call', gate duties and detentions.
- Work closely with school staff that have a responsibility for special needs, pupils with English as an additional language and for the more able learners to ensure that their needs are met.
- Ensure that all pupils have equal access to opportunities to learn and develop.
- Attend and participate in regular meetings, training and mentoring of other staff in the school as required to share expertise.

General Duties

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are responsible for.
- Model the highest expectations and act as a strong presence around the academy, including duties and assemblies.
- Act as a role model for staff and students through personal and professional conduct.

OUR COMMITMENT TO SAFEGUARDING

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted applicants will be subject to an online search as recommended by government guidelines.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.

Note: This job description will be reviewed annually.

Person Specification

Qualifications

1. Educated to Degree Level in a relevant subject(s)
2. Mentoring qualifications or other relevant qualifications (D)
3. Recent and relevant professional development
4. Safeguarding Training (D)

Experience

5. Successful experience of dealing with young people with a range of complex barriers to learning
6. Experience of managing safeguarding procedures and policy in a Secondary school setting
7. Experience of communicating with parents and managing difficult situations
8. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.

Knowledge and Skills

9. To be aware of current statutory and educational developments in relation to the post, including the SEND code of practice.
10. A good understanding of school attendance procedures
11. Ability to communicate effectively, both orally and in writing with a range of audiences.
12. Proven administrative and organisational skills.

Personal Qualities and Attributes

13. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
14. The ability to establish effective and appropriate relationships with students and staff.
15. The ability to relate well to parents, external agencies and the wider community.
16. Is flexible, able to work under pressure and meet deadlines.
17. Is a reflective practitioner who responds to change positively.
18. Understands the importance of professionalism and confidentiality.
19. Is a strong role model for staff and students.
20. Has a proven record of excellent attendance and punctuality.

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