LEIGH
Academies Trust

Job Pack

Student Services Manager
Leigh Academy Bexley

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our Careers Page.

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263

Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our **Vision 2030**, available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE

Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: **latcareers.org.uk/benefits**

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Description

Leigh Academy BEXLEY

Job Title: Student Services Manager
Reports to: Principal
Location: Leigh Academy Bexley

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- To develop a sound understanding of the school curriculum and pastoral care provision
- To develop strategies and policies which assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement
- To support the pastoral & Inclusion team who monitor/identify;
    1. attendance and tackle low attendance
    2. internal/external truancy
    3. Students at risk of exclusion
    4. students with low self-esteem
    5. students with family and school issues impacting on school life
    6. students educationally underachieving
- To liaise with the Heads of College and Heads of Key Stage to identify an agreed caseload of students to work with.
- To establish and develop effective 1:1 mentoring and other supportive relationships with children and young people.
- To work with college teams to coordinate referrals.
- To ensure high levels of student attendance, punctuality and behaviour across the academy.
- To work closely with students, parents and staff to ensure students access the whole academy environment.
- Ensure that procedural policies are followed.

Key Responsibilities:

Daily

- Supervising students and contributing to a smooth running of the school.
- Responding to parents within 24 hours.
- To ensure that the welfare of all children is adequately promoted and safeguarded.
- To provide general care and welfare by responding appropriately to the social, emotional, mental health and physical needs of learners.
- To supervise learners at break times, lunchtimes and during lesson changeovers.
- To be part of an on-call support network available to learners throughout the school day.
- To provide classroom cover in the absence of form tutors.

- To support line-ups before and after school.
- To ensure that all students are in the correct uniform and to follow up any concerns with students/parents.
- Deal with any behaviour incidents and collect statements on the day of the event.
- To liaise with senior leaders who are on call to discuss behaviour incidents.
- To report and discuss behaviour incidents with the VP of behaviour.
- To assist with centralised detentions.
- To develop, support and promote the academy's policies on both child protection and anti-bullying.

Weekly

- Parental and student group interventions.
- To establish and develop effective 1:1 mentoring and other supportive relationships with children and young people.
- To oversee the development, agreement and implementation of personalised action plans.
- To monitor a full range of support services within and outside school and recommend targeted support for students.
- To ensure acceptable conduct and behaviour of all students and assume a leading role in the promotion of effective student management & behavioural leadership.

Monthly

- Create support plans for groups and individual students based on their strengths and needs.
- To oversee the monitoring of the progress of individuals.
- To review 3 month plans for students with challenging behaviour.
- To contribute to the development of group and individual programmes of support for students, liaising with college teams, head of departments, SENCO and behaviour for learning teams.
- To develop liaison with parents and carers - this may include home visits where appropriate
- Centralise multi agency referrals.
- To uphold the academy's behaviour policy consistently and without bias.
- Develop and maintain academy links with school transport, health, education welfare and social service providers.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the **Keeping Children Safe in Education document (Department of Education)**.

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

Leigh Academy BEXLEY

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Student Services Manager, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- Evidence of ongoing professional development related to pastoral care, safeguarding, behaviour management, or inclusion.
- Training in safeguarding and child protection to a high level.
- Training or knowledge of relevant legislation concerning attendance, behaviour, and inclusion.

Desirable

- Relevant degree or professional qualification in education, youth work, social work, counselling, or a related field.

Experience

Essential

- Significant experience working in a pastoral care, inclusion, or student support role within an educational setting (preferably secondary school/academy).
- Experience in developing, implementing, and reviewing strategies and policies related to student engagement, attendance, and behaviour.
- Experience in managing a complex caseload of students with diverse needs (e.g., low self-esteem, family issues, underachieving, challenging behaviour).
- Proven experience in 1:1 mentoring and establishing supportive relationships with children and young people.
- Experience of multi-agency working (e.g. Social Services, Health, Education Welfare, Transport).
- Experience in supervising students during non-contact time (breaks, lunchtimes, lesson changeovers).

Skills and Abilities

Essential

- Exceptional interpersonal and communication skills to build rapport and work effectively with students, parents/carers, staff, and external agencies.
- Ability to analyse data (e.g. attendance, behaviour, academic progress) to identify students at risk and inform interventions.
- Strong organisational and administrative skills, including the ability to manage complex records, priorities, and deadlines.
- High level of behaviour management and the ability to act as a role model and lead on the promotion of student management.

- Ability to deliver group work and targeted interventions for both students and parents/carers.
- Strong problem-solving skills and the ability to act calmly and decisively as part of an on-call support network.

Personal Attributes

Essential

- Commitment to the highest standards of child welfare and safeguarding.
- Resilience, patience, and empathy when dealing with vulnerable students and challenging family situations.
- Ability to uphold policy consistently and without bias, especially in behaviour management.
- Proactive, flexible, and a strong team player with the ability to take initiative.
- High standards of professionalism and attention to detail (e.g. following up on uniform, collecting statements).

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our current vacancies page.

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by clicking here.

A member of the Recruitment Team will be in touch to help find the right role for you!

