

Job Description



Job title: Student Services Manager
Reports to: Assistant Principal
Location: Wilmington Academy

Job purpose

The purpose of the post is to manage the well being of all students to support their academic achievement and social, moral, spiritual, cultural and emotional development in an inclusive environment liaising with teachers, tutors, parents/carers, Trust colleagues and outside agencies, as required.

Attendance and punctuality

- To oversee college attendance and punctuality and follow up as appropriate.
- To liaise with the Academy Attendance Officer and other outside agencies in cases of poor attendance.
- To liaise with parents/carers in cases of extended absences, without authorisation, carrying out home visits, when required.

Student support, behaviour and counselling

- To promote the safeguarding and well being of all students.
- To promote inclusion and a positive and caring ethos.
- To uphold Academy Behaviour and associated policies.
- Meet with students (and their parents/carers) experiencing difficulties and put support strategies in place.
- Liaise with Academy and Trust inclusive services and external providers where necessary.
- Support teachers in dealing with student behaviour.
- Maintain and monitor behaviour records.
- Assist in supervising students withdrawn from lessons and work with teachers to re-integrate students back into the lessons.
- Support Academy sanctions and rewards procedures.

Academic progress

- To monitor student progress and assist with mentoring and other interventions as required.
- To promote literacy across the Academy.
- To assist with Academic Review Days, Parent Consultation and other stakeholder events.

General

- Take a lead role in a specific area across the Academy (within the confines of the job description) to ensure high standards and consistency of approach.
- To maintain effective relationships with parents/carers.
- To attend training and meetings as required.
- To adhere to and promote Academy policies on equal opportunities and race equality.
- To comply with Academy policies and procedures with regard to conduct and dress.
- Job performance will be evaluated through the Academy Performance Management/Staff Appraisal Scheme.

Academy Ethos

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/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.