



Job Description

Post:	Student Manager
Responsible to:	Head of Learning
Salary scale:	Scale 6, Point 18 - 20 (£32,018 - £32,980 actual salary, term time only)
Location:	The Excelsior Academy

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job 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.

Main responsibilities of the post

- 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 the DPR and parents' evenings
- Keep efficient records in line with school procedures and produce such written reports as 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 Student Managers 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 Head of Learning to establish and run effective student leadership activities such as Year Councils
- Assist with implementing the Period 7 programme within each year group
- Ensure children are safe
- Complete home visits
- 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

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.