

JOB DESCRIPTION STUDENT MANAGER



WORKING CONDITIONS:

37 hours contracted

GRADE:

H5/H6 (SCP 20-26)

RESPONSIBLE TO:

Deputy Head Teacher i/c Inclusion
Deputy Head Teacher i/c Behaviour for Learning

JOB PURPOSE

Support the Deputy Head Teachers and Year Leads in promoting an ethos and attitude conducive to improved standards of achievement for all students. This is to be achieved through setting high standards and establishing positive attitudes to attendance and behaviour for learning.

SPECIFIC TASKS AND RESPONSIBILITIES:

General Duties

- Advise and support the Year Leads and the Hub Manager with the pastoral care, welfare, attendance and behaviour of students in the year groups
- Establish effective communication between all relevant staff, parents/carers and outside agencies in relation to student progress, welfare and other related issues
- Facilitate and contribute to individual and small group support work with students eg interventions, mentoring, support and guidance
- Prepare for and participate in pastoral meetings and share information as necessary across pastoral teams, (inclusive of the Children's Centre)

Safeguarding

- To liaise with the SLT i/c Safeguarding, FSWs and Children's Centre workers re eCaf and Intensive Family Support Worker referrals, contributing to updates and reports as required
- Ensure priority for support and monitoring is maintained for all students who are involved in CP, CIN, eCAFs and Intensive FSW, TACs and safeguarding concerns
- Undertake statutory training and CPA as required to remain up to date with developments in safeguarding and schools responses to safeguarding

Student Progress

- Support Year Leads, The Hub Manager and Year Group Tutors in target setting and action planning for individual students and groups of students especially FSM/PPG and SEND students
- Support Year Leads in arranging and promoting activities both academic and extra-curricular within the year group, some of which may be outside the normal working day
- Involvement in structured conversations with students and termly meetings with parents /carers and students to discuss academic and pastoral progress, personal development and attendance
- Monitor and analyse student progress and other relevant data to identify underperformance or those at risk of underperformance. Liaise with relevant colleagues to promote improved performance outcomes and reduce gaps in performance between different student groups and individuals
- Organise and administer provision and intervention for students who are underachieving especially those eligible for PPG/FSM and SEND

- Supporting the Directors of Teaching & Learning and Year Leads to monitor the welfare and progress of students in lessons and to provide support to students, tutors and teachers regarding academic achievement and personal development

Attendance

- Monitor punctuality at the beginning of the day and to lessons and support with implementation of sanctions and rewards to improve attendance for learning
- Liaise with Form Tutors, Attendance Officer and Attendance Improvement , (where appropriate), regarding action to improve attendance and/or maintain attendance at highest standard
- Liaise with parents/carers re concerns over attendance and punctuality and involve them in action plans for improvement. Attend meetings relating to attendance such as EHM/ TAF meetings. Keep records of all parent/carer contacts and meetings as per School protocols
- Work with The Hub Team to ensure appropriate learning arrangements for students who are excluded and with the Inclusion Team/Year Lead to support students who have long term absence due to illness/accident
- Analyse weekly attendance data for the allocated year group and attend regular meetings with colleagues involved with attendance administration and support. Liaise with relevant colleagues to promote improved attendance and reduce gaps in attendance data between different student groups and individuals.

Student Behaviour for Learning

- Be responsible for supporting the implementation of all School policies and in particular the School policies on uniform and personal presentation, behaviour for learning and general standards
- Work with allocated Year Lead and Directors of T&L and Subject Leads/Coordinators to promote the highest standards of behaviour for learning in lessons
- Liaise regularly with parents/carers to discuss student behaviour for learning and keep records of all contact and meetings as per School protocols
- Maintain accurate records of student behaviour using the school systems and work with the Year Leads to oversee the operation of the rewards systems
- Support and work with colleagues when working with students to ensure that school grounds / buildings are cared for and used appropriately reporting any damage, (accidental or deliberate) as per School protocols
- Supervise students before lessons, at break and lunchtime and at the end of the day to ensure that students remain safe and that appropriate standards of personal presentation and behaviour for learning are upheld
- To track student conduct and progress and promote effective use of the rewards and sanctions as per school policies
- Monitor and analyse student B4L data and other relevant data to identify underperformance or those at risk of underperformance. Liaise with relevant colleagues to promote improved B4L and reduce gaps in performance between different student groups and individuals

Other Duties and Responsibilities

- Meet regularly with allocated Year Lead, the Inclusion Director and Deputy Head i/c Inclusion/Behaviour for Learning
- Provide reports as required to evidence impact of own work with students for the governors, Head Teacher, Senior Leadership Team and line manager(s)
- Attend Tutor Team meetings, PRD meetings and Subject Surgeries and key year group events

- Be a visible presence around the site before school, at break, lunchtime and after school responding appropriately to keep students safe and promote the highest standards of behaviour for learning
- Be ready to respond to significant behaviour concerns and/or incidents as they arise
- Become involved in School life with regard to extra-curricular activities, drop days, meetings and School and year Group events.
- Maintain up to date records and share information with relevant staff where necessary
- Meet with representatives of Place2Be and other support agencies to make referrals and discuss students, their wellbeing and manage interventions
- To support Year Councils and the work of the School Council

Safeguarding

Safeguarding students of the School is a priority. All appointments to posts in the School are made through stringent adherence to the requirements of 'Keeping Children safe in Education' (most recent edition). The School maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education' (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in the School (recognising that they can refer directly themselves to HCC Children's Services in extraordinary circumstances). Those trained in Child Protection are identified through the School documentation, on notices in School and on the School website.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of the School.

Other Duties:

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Disclosure and Disbarring Service (DBS) as part of pre-employment checks.

September 2018