



## JOB DESCRIPTION

<b>Post:</b>	<b>Small School Manager (<i>Franklin</i>)</b>
<b>Grade:</b>	23-25
<b>Annual Salary:</b>	£30,585 - £31,557
<b>Weeks/Hours:</b>	35 hours per week, Term Time + 2 weeks
<b>Salary pro rata:</b>	£27,221 - £28,086
<b>Responsible to:</b>	Head of Small School

**Main Purpose:** To support the Head of Small School to maximise the progress and outcomes of all students within the small school.

### ***Responsibilities:***

#### **Attendance, punctuality and uniform**

1. To track attendance and punctuality for identified cohorts within the small school; to intervene where there is persistent lateness to reduce negative impact and to use appropriate referral routes.
2. To process students for Head of Small School/Deputy Head of Small School Loss of Personal Time (LOPT), including recording LOPT on Bromcom, sending of letters to parents and referral of non-attenders. To run late LOPTs; to monitor their impact on groups and individuals and to use appropriate referral routes; To ensure that students attend all lessons on time; to identify patterns of lateness to lessons by individuals, by groups of students or by subject; to devise and implement interventions and evaluate their impact.
3. To ensure that students show they are subscribing to the values of the academy by adhering to our correct business dress code and the academy jewellery policy, and to liaise with parents where there is non-compliance.

#### **Behaviour**

4. To promote positive behaviour by developing positive relationships with individuals.
5. To analyse weekly Small School behaviour data and address low level disruption using appropriate sanctions.
6. To use Restorative Approaches to address conflicts between individuals and groups of students.
7. To keep the Head of Small School/Deputy Head of Small School fully informed about conflict resolutions.
8. To deal with any immediate problems or emergencies using the academy's policies and procedures.
9. To supervise entry and dismissal of students to Small School and Whole Academy Assemblies in collaboration with the Head of Small School/Deputy Head of Small School.
10. To issue and monitor student report cards (Independent Study, Attendance and Punctuality), in conjunction with the Head of Small School/Deputy Head of Small School.

#### **Student support**

11. To provide a supportive and challenging environment.
12. To encourage students' self-reliance, self-esteem and resilience.
13. To meet with parents/carers where there is identified need and to use appropriate referral routes, including completion of referral forms for Counselling, ASD, dyslexia and SALT assessments.
14. To attend PSPs, attendance, LAC, CIN, TAC meetings, and other formal meetings as appropriate, with or on behalf of the Head of Small School/Deputy Head of Small School and to ensure that targets set and relevant information are disseminated to the relevant staff.
15. To undertake CAF assessments when requested.



16. To attend Core Group meetings where appropriate.
17. To provide ongoing 1:1 mentoring support for students in need of particular support.
18. To arrange and oversee the induction of new students to the small school.
19. To meet and liaise with Social Workers and CAMHS professionals, sharing information with them regarding students' needs.
20. To organise student volunteers from the small school eg for Reception duties, Parents' Evenings, Open Days, Induction Days.
21. To attend Student Academy Council meetings as support, when the Head of Small School/Deputy Head of Small School is unavailable.
22. To supervise and support year 12 students on Induction Day and first few days of term.
23. To conduct support conversations with students regarding their proposed destinations.

#### **Information advice and guidance**

24. To attend relevant CPD to develop expertise in providing advice on aspects of progression.
25. To liaise with the Head of Small School/Deputy Head of Small School on specific tasks.
26. To research and prepare references for students, for final approval by the Head of Small School/ Deputy Head of Small School.

#### **Communication/administration**

27. To maintain communication and working relationships with tutors, teachers and learning support assistants.
28. To maintain regular communication and good relationships with parents.
29. To liaise with Administration Officers.
30. To record all interventions via Bromcom.
31. To attend relevant meetings.
32. To prepare purchase orders for supplies for the small school, as necessary, for approval by the Head of Small School/Deputy Head of Small School.
33. To prepare and maintain displays for noticeboards.
34. To prepare and issue mass mailings to parents, with agreement of the Head of Small School/Deputy Head of Small School, e.g. for praise letters.

#### **Whole School**

- To adhere to academy policies and established procedures
- To participate in agreed staff meetings and INSET
- To undertake agreed training and professional development

#### **Person Specification**

1. Has a proven and recent track record in working with young people
2. Able to foster appropriate relationships with students within and outside the academy
3. Able to maintain good working relationships with staff, parents and outside agencies
4. Able to respond to the diverse needs of students
5. Able to provide effective support for colleagues
6. Able to represent the academy positively
7. Able to work well in a team
8. Able to demonstrate initiative, adhere to professional boundaries and confidentiality protocols
9. Able to make decisions and carry them through to completion
10. Able to stay calm in a crisis
11. Able to demonstrate literacy, numeracy and ICT competency
12. Able to develop own effectiveness in the support role
13. Able to reflect on own practice and develop own skills



14. Able to respond creatively to the varied demand of the position
15. Able to develop and implement strategies to effectively manage student behaviour in line with academy policies
16. Has a desire to do something worthwhile for young people and a clear commitment to equal opportunities and inclusivity
17. Has a commitment to continuing learning and professional development