

## Job Description

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**Job title: Student Services Manager**

**Reports to: Assistant Principal**

**Location: The Leigh UTC and Inspiration Academy**

### Role Purpose

The primary purpose of the post is to manage the social, moral and spiritual wellbeing of the students across the college communities (in line with the Every Child Matters Agenda) and to liaise with parents, carers and outside agencies, as required.

### Key Responsibilities

#### ***Attendance and Punctuality***

- To manage and oversee college attendance and punctuality and follow up on any unauthorised absences with tutors and subject staff.
- Liaise with office staff, where appropriate, in all matters relating to Inspiration Academy and UTC attendance.
- To liaise with ESQ and other outside agencies in cases of poor attendance.
- To advise teaching staff when students are likely to be off school, due to extended illness or personal circumstances, and ensure that appropriate work is set for students to complete their absence.
- Attend relevant training to up-date skills in the use of software relevant to the post, as required.
- To liaise with parents/carers in cases of extended absences, without authorisation, carrying out home visits, when required.
- Compile college attendance statistics and report these at regular intervals to the Inspiration Academy and The Leigh UTC Leadership team.

#### ***Liaison with outside agencies***

- To lead within the Safeguarding team. Including contacting and working alongside appropriate external organisations and support.
- Liaise with outside agencies to ensure that guest speakers are invited to add context to PSHE, citizenship and other lessons.
- Make contact with local business and agencies with a view to pairing them up with departments to add context to schemes of work.
- Liaise with local health agencies to arrange in-put to PSHE, tutorials and lessons, as appropriate.
- Manage liaison with the college student executive and associated charities.

- Arrange to meet parents to discuss student's progress and/or behaviour when necessary.
- Carry out home visits, where necessary, relating to attendance, punctuality or behavioural difficulties.
- Undertake student visits as part of the year 6 to year 7 transition process.

### ***Student behaviour support and counselling***

- Support subject teachers by 'sitting in' with students who have demonstrated behavioural problems until a resolution has been reached.
- Meet regularly with students experiencing emotional difficulties, in order to support their integration to mainstream schooling.
- Support teachers in dealing with student behaviour through liaison and feedback.
- Maintain and monitor behaviour databases, as they are developed.
- Assisting with-enforcing the Inspiration Academy and UTC business dress ethos and independent study checks.
- Assisting in planning and delivering assemblies.
- Support teachers in the organisation and management of teaching spaces and their resources.
- Support teachers in the planning and preparation of differentiated material.
- Assist in supervising students withdrawn from lessons and working with teachers to reintegrate students back into the lessons.
- Assisting with Inspiration Academy and Leigh UTC detentions.
- To support morning, break, lunch and after school duties to allow opportunities for behaviour, conduct and support to be monitored.

### ***Support of tutors***

- Assist and support tutors, helping them to plan and manage interesting and relevant tutorial sessions for their tutees.
- Work with the relevant staff to manage the Leigh UTC mentoring programme.
- Work with the Inspiration Academy and Leigh UTC staff to monitor and report on quality of tutorial sessions, including collection of regular student questionnaires.
- Attend and contribute to Inspiration Academy and Leigh UTC tutor meetings.
- Assist tutors to effectively manage vertical tutor groups by organising appropriate tasks and utilising older students appropriately in a mentoring capacity.
- Assisting with parent/tutor and teacher days and open evenings as appropriate.

### ***General***

- To adhere to and promote The Leigh UTC policies on equal opportunities and race equality.
- To comply with The Leigh UTC policies and procedures with regards to conduct and dress.
- Job performance will be evaluated through the Inspiration Academy and Leigh UTC Performance Management/Staff Appraisal Scheme.
- To line manage PSO and attendance Office to ensure their roles and responsibilities are deployed appropriately.

## **Notes**

This job is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal. Appropriate training will be offered, as identified and agreed, to assist the postholders to carry out the role effectively.

## **Person Specification**

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### **Essential Attributes:**

- Recent experience of recent and relevant work with young people
- IT literate and able to use basic applications software including spreadsheets and presentation software with confidence
- A good communicator
- Good attention to detail and the ability to follow tasks through to conclusion
- A calm and approachable persona
- The ability to solve conflict in a calm and controlled manner
- Educated to an advanced level; either through traditional or vocational pathways
- An interest in education and evidence of recent relevant training
- Current UK driving licence
- A sense of humour and positive outlook

### **Desirable Attributes:**

- Recent experience of planning and running large events
- Experience with working with young peoples' services (Connexions, Youth Services, etc.)
- Database experience