



## Job Description

Job title:	Student Manager
Grade/Salary:	G6 (FTE £24,338 - £27, 075, Actual £18,859 - £20,980)
Hours of work:	32.5 hours per week, 40 weeks a year (38 + INSET+ 5 days to be agreed with Line Manager)
Line Manager(s):	Assistant Headteacher: Behaviour and Welfare

### **Purpose of Role:**

To support the welfare and personal development of students in the relevant year group(s) to help them thrive at school. In this vital role you will provide information and advice to Form Tutors, Heads of Year and Senior Leaders to assist in decision making. You will be a first point of contact between school and families.

This is a role that can often be reactive and you will need to respond flexibly when issues arise. You will work in accordance with established school policies and procedures but will be expected to demonstrate thought, imagination and compassion in their application. You will receive support and training through attendance at courses and also through ongoing dialogue with the Assistant Headteacher (Student Welfare) regarding workload and pressures. You will play an active role in the development of the school ethos, among staff, students and other stakeholders.

You are expected to work within the ethos of the school, treating colleagues, students, families and other stakeholders with respect and courtesy, and promote and support school policies and to comply with the schools wider Health & Safety policy, as well as complete risk assessments where specific or necessary to your role.

### **Key responsibilities**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) and AHT (Behaviour and Welfare) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

#### **Working with Students**

- To be a first point of contact during working hours for students who may need support, or to follow up on incidents, where necessary issuing sanctions and rewards in line with school policy, and referring to relevant staff for more complex issues
- To provide first aid assistance as required
- As part of a team, to supervise break and lunchtime detentions
- To be available before and after school, within agreed working hours, to assist with pastoral matters for all year groups

- To attend year group events and supervise groups of students, including, but not limited to Reward trips, Enrichment activities and evening events. Any time required beyond normal working hours will be included in the overall hours specified for the role
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning following set procedures and liaising with senior staff where students may have more complex needs - referring and liaising with SEN team as appropriate.

### **Communication**

- To communicate, by electronic, written, face to face and telephone, effectively and sensitively with students and their parents, responding in a timely fashion to maintain good relationships between school and home
- Work with the Head(s) of Year, designated Safeguarding Lead(s), (SENCO) and Assistant Headteacher (Student Welfare) to provide additional support, and develop individual pastoral support plans
- To provide information regarding behaviour, attendance and other pastoral information, for the Risk Management group and contribute to decision making
- To ensure that Form Tutors are aware of issues relating to students in their group, and teaching staff as relevant
- Work with the Local Authority and school attendance officer to monitor and implement strategies to improve the attendance of pupils, alongside the Head(s) of Year/ AHT (Student Welfare) as appropriate
- Conduct a transition meeting at the end of each academic year to convey key information to any new members of the pastoral team

### **Administration**

- To maintain records as appropriate, using school systems, to support student welfare, including behaviour, attendance, punctuality, meetings, interviews and the tracking of interventions and support
- To prepare reports for the Head of Year(s) and Assistant Headteacher regarding the attendance and behaviour of students, including for the Risk Management group
- To ensure that paperwork relating to investigations is completed accurately and fully and filed correctly, ensuring that all statements made by students, staff and parents are accurate, specific and have been qualified in partnership with the person writing the statement
- To ensure record keeping for your year group(s) is kept up to date
- To support with the administration of Year group events, such as Parents' Evenings, Expectations Evenings and other events throughout the year, such as those delivered through the LIFE programme
- To organise detentions, including follow up actions as required
- To support and arrange sessions delivered by external agencies, such as counsellors and internal student support interventions as directed by the Head(s) of Year
- Liaise with school office to make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils
- Complete risk assessments where necessary to your role

Notes:

This job description may be amended at any time in consultation with the postholder.