Towers School and Sixth Form Centre 

**Job Description:** Assistant Student Manager

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| **Pay Grade: KR 5 Term time only** |  |

**RESPONSIBLE TO: Head of Year**

**Purpose of the Job:**

The post holder will support a designated year group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child’s educational experience. Working closely with the Year team, the Assistant Student Manager will ensure all students in their care are ready for learning. Assistant Student Managers will progress with their year group throughout their journey at Towers and proactively support and celebrate their success.

**Key duties and responsibilities:**

**Behaviour and Celebrating success**

* To work alongside the Year team and Senior Leadership Team to implement the school’s behaviour policy.
* Proactively respond with live data to help students to be successful in lessons.
* To undertake actions to support individuals and groups of students.
* Communicate positive and negative concerns to parents and carers, working with them to celebrate success and ensure improvement where necessary.

**Attendance and Punctuality**

* Ensure that all school procedures relating to attendance and punctuality are followed.
* To contribute where necessary to regular meetings regarding attendance and punctuality.
* Communicate when necessary attendance concerns to the PD tutor and Senior Leadership team.
* Ensure appropriate arrangements are made for students who are unwell or who have accidents during the school year e.g. appropriate work sent home, changes of classroom.
* Liaise with the Safeguarding team regarding children and families of significant concern.

**Uniform and Equipment**

* To work alongside the Year team to ensure students are ready to learn, including liaising with parents as appropriate.
* Working with PD teachers and the Year team to regularly monitor students who do not meet school expectations.

**Welfare support and Communication**

* To work alongside the Year team to liaise with parents and staff on student behaviour and welfare matters.
* Respond to parental enquiries and follow up, logging date, time, reason, and action.
* Ensure all student records are kept up to date (both electronic and hard copies).
* In conjunction with the Lead and Deputy DSLs, ensure that any Child Protection matters are reported, recorded and dealt with in a timely manner, supporting those students involved.
* To support students to develop the skills needed to allow for success in the classroom.

**General**

* Carry out student supervision duties immediately before and after the School day and lunchtimes, including Family lunch, building relationships and whole school culture.
* Participate in Team meetings and other meetings relevant to the year group.
* Participate in annual reviews of performance, providing clear evidence of impact.
* Ensure all appropriate information and communications are disseminated to appropriate staff.
* Working with the Year team and Senior Leadership team to assist in extracurricular and intervention activities, specific to the year group.
* To work alongside the Year team to organise Parents’ Evenings and assist with other School events.

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**Person Specification:** Assistant Student Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | NVQ Level 2/3  Knowledge and skills equivalent to national qualifications level 3 |
| Experience | Experience of advising / guiding others  Experience of facilitating group work  Administration experience |
| Skills and Abilities | * Ability to build rapport, engage and motivate others. * Good interpersonal and excellent communication, listening and observation skills. * Ability to deal with difficult / sensitive situations * Ability to show sensitivity and objectivity in dealing with confidential issues. * Ability to work in an organised and methodical manner and maintain accurate records. * Ability to work without immediate supervision within the boundaries of the role. * Ability to work effectively and supportively as a member of the school team. |
| Knowledge | * Sound knowledge and understanding of behaviour management strategies, rewards and sanctions * Knowledge of SEN, medical and welfare issues in a school setting. * Knowledge of a range of computer applications * Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting. |