



Wilmington Grammar School for Boys

Student Manager

Salary: Endeavour MAT Payscale 6

32.5 hours per week

40 weeks (Term time + 5 inset days + 5 additional days)

Actual Salary £21,561 – £23, 350

Start Date: A.S.A.P





CONTENTS

The Post	3
School Vision & Values	4
Job Description	5
Person Specification	7
What we can offer	8
Application Process	9

The Post

ATTENDANCE OFFICER: WILMINGTON GRAMMAR SCHOOL FOR BOYS

Wilmington Grammar School for Boys is an 11-18 year old selective Boys' Grammar School, with a co-educational sixth form, run jointly with Wilmington Grammar School for Girls.

We are looking to appoint a Student Manager to oversee pastoral support for our Year 8 and 9 Students with support from the Heads of Year. You will take a lead role in managing attendance, well-being and academic progress. To work with parents and students to ensure that the correct pastoral and academic support is in place and that students make progress in line with their abilities.

We are a high achieving and ambitious Grammar School where students and staff are supported to be the very best they can. As such, we offer staff an abundance of professional development opportunities. We have excellent facilities and have a very supporting community of staff, students, governors and parents.

The successful candidate will:

- Maintain an excellent working relationship with staff, students, parents and visitors
- Be a team player and willing to support other members of the pastoral team
- Be proactive and have excellent organisation skills
- Be a person willing to commit to the ethos and vision of the school
- Be willing to undertake any training offered to help with their professional development

Wilmington Grammar School for Boys is a Good school with a strong track record of achievement. We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing exceptional outcomes and delivering high quality standards of teaching and learning for all.

As an employee of Endeavour MAT the successful candidate will benefit from strong career development opportunities, a transparent pay structure and fantastic colleagues.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.

School Vision and Values

WGSB promotes the fundamental British values of democracy, the rule of law, and mutual respect and tolerance of those of different faiths and beliefs.

Personal Excellence is an aspiration for all students in order to fulfil their potential. This is achieved in WGSB by providing a personalised and appropriate curriculum with high quality teaching and learning opportunities and the setting, monitoring and support of challenging but realistic personal targets. WGSB encourages whole child enrichment and will provide varied opportunities and dedicated support for students to develop their individual personal skills and talents.

Respect & Friendship is the foundation of the cheerful and secure culture that exists at WGSB. Students, staff and all who represent the school community will be expected to value and care for themselves and each other. Students will learn about and experience a variety of historical and contemporary spiritual, cultural and religious beliefs. The school community will actively support those who are less fortunate than ourselves. We are proud of the harmony which exists amongst our multi-cultural intake.

Innovation & Creativity are two of the key core attributes that determine an outstanding performance in our modern society. WGSB will continually strive to develop and improve the highest quality of learning that it can provide for its students by introducing appropriate, outstanding, educational practice from national and international sources. Students in turn will be provided with many opportunities to develop and demonstrate their own innovation and enquiry skills, leadership, self-reflection and creativity throughout their school career.

Determination is a characteristic that will develop self-belief and the resolve to succeed. The determination of WGSB to provide an outstanding educational experience to its students can only be matched by the fortitude of those same students to utilise the opportunity.

Equality for all WGSB will ensure provision is made for the same high quality education irrespective of ability, age, gender, race or religion. Students will be expected to demonstrate the same ethics themselves.



Job Description – Student Manager

Overall Job Purpose

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.

What We Can offer You

As well as offering a competitive salary: a supportive working environment; modern facilities; allocated parking space; use of school gym and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

A significant reward of working within our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities

Application Process

The closing date for applications is noon on Sunday 31st May 2026, although applications will be processed as they arrive and interviews may be arranged earlier than the closing date.

Please submit your application via the Vacancies page on the Wilmington Grammar School for Boys website: www.wgsb.co.uk

Applications should include a supporting statement explaining how you meet the person specification and why you consider yourself to be an ideal candidate for this post.

We would encourage you to visit our school prior to an application. Please email Emma Edwards, Heads PA at eedwards@wgsb.co.uk to make the arrangements.

Please note we will assess applications as they arrive and reserve the right to close the application process early.