

## MAPLEDEN NOAKES SCHOOL

### JOB DESCRIPTION AND PERSON SPECIFICATION – STUDENT MANAGER

**Job Title:** Student Manager

**Liases with:** Assistant Headteacher/Heads of Year/Attendance Officer/Student Managers

**Line Manager:** Assistant Headteacher

**Salary:** MNS Range 7

#### **Purpose of the Job**

The purpose of this post is to support student development for an assigned year group under the direction of the relevant Heads of Year and Assistant Headteacher. Because of the high level of responsibility and broad scope of duties, a real commitment to the role combined with a willingness to be flexible in sharing and scheduling the workload, are essential components of this job.

#### **Key Responsibilities**

- To provide supervision of the Blue Room during breaks and lunch, according to an agreed timetable
- To be responsible for chasing work for students who are in the Blue Room
  - To inform all staff throughout the day via e-mail when a student is placed in the Blue Room by Head of Year (HOY)/Senior Management Team (SMT)
- To be responsible for chasing work for excluded students/those on extended absence
- To put in place student monitoring when needed and contact parents
- To act as a positive role model around the school, building trust and rapport with students, encouraging them to be able to approach for help / assistance whilst maintaining an authoritarian position
- To mark the student uniform card when they are in breach of the whole school uniform rules
- To respond appropriately to any incidents as they arise, making quick decisions contacting additional staff to help when required and to advise HOY once information has been gathered
- To hold parent/student re-entry interview for students who have had an exclusion
- To hold reparation between aggrieved parties and to foster the importance of good peer relationships
- To support students in need of emotional support when necessary, maintaining a professional position and ensuring boundaries are adhered to
- To use knowledge of available support services to help students access support when necessary
- To monitor identified students in the classroom when required, helping to encourage positive behaviour and attitude
- To liaise with external agencies regarding the welfare of students as required
- To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities
- To receive parents and visitors and participate in open days and evenings as required.
- To assist with transition, including visits to primary schools.
- To be responsible for setting up/managing intervention for students with specific issues e.g. anger management, counselling etc
- To work closely with the Attendance Officer and Head of Year to monitor, track and improve students attendance using a range of strategies.
- Undertake home visits to students with particular attendance concerns.

- To act as a 'Cover Supervisor' for one lesson each day and for additional lessons where necessary:
  - Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy
  - Manage the behaviour of the students whilst they are undertaking this work
  - Respond to any questions students may have
  - Deal with any immediate problems or emergencies according to school's policies and procedures
  - Collect any completed work and return it to the appropriate teacher
  - Report back to the teacher using the school's cover pro forma
- To represent the school at Social Services meetings such as CHIN monitoring meetings as required.
- Keep Diary of Events updated.
- Contribute to improving the schools Progress 8 score.

**This job description is not designed to be an exhaustive list of duties and responsibilities but represents the key areas of work.** There will be additional duties and responsibilities implicit within the role. The content of this post will be reviewed in consultation with the post holder when necessary.

### Person Specification

- Good level of education to include passes in GCSE English and Maths
- Effective communication and interpersonal skills with both adults and children
- Good ICT skills – can also use ICT effectively to support learning when necessary
- Ability to work independently and use own initiative
- Knowledge of working with external agencies eg Social Services, EWO, CAMHS etc
- Prior experience as a Student Manager/similar post would be an advantage

Signed : .....

Date : .....

Name : .....