

Job Description

Post	Student Services Manager
Grade	TSAT Grade F 37 hours per week Term time plus 5 days Working hours: 8:00 am to 4:00 pm
Accountable to:	Deputy Head of School (Personal Development, Behaviour and Welfare) To the Principal regarding serious incidents, Child Protection and safeguarding
Accountable for:	With the Deputy Head of School, the Student Services Manager will: <ul style="list-style-type: none"> (i) Develop an ethos of high expectations of staff and students with regards to students' well-being, safeguarding, medical needs and behaviour (ii) Take full accountability for this key area of the Academy's work including leadership of the identified support staff to ensure all pupils are able to learn in a safe, secure, disciplined but ultimately supportive environment.
Key Responsibilities	The key focus of this post is to ensure that every child is supported to achieve their full potential through an effective and efficient student services team that both challenge and support appropriately: <ul style="list-style-type: none"> (i) Reporting to the Deputy Head of School progress towards the School Development Plan; Pupils are safe and secure, pupil well-being is effectively supported, the academy has a calm and purposeful environment and behaviour is consistently good. To be trained (if not already) as a DCPC for the Academy and liaise with the TSAT Head of Safeguarding (ii) Ensuring all students have access to the right internal and external support to enable them to Achieve as learners. (iii) Ensuring Looked after Children are supported in their learning through collaboration with Carers, Social Care and Medway Virtual School. (iv) Liaise directly with other schools to ensure the learning of students attending off-site provision is effective. (v) Have good leadership skills, demonstrated through the development of high performing teams

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	<p>Leadership and Management</p> <ul style="list-style-type: none"> (i) Share leadership at a senior level for Personal Development, Behaviour and Welfare; (ii) Attend pastoral meetings appropriately; (iii) Contribute to the operational management of the Academy and ensure it functions effectively and efficiently; (iv) Be a visible presence around the Academy and role model expectations and standards to all staff and students; (v) Make a significant contribution to the Academy self-evaluation process; (vi) Assume any other responsibilities as may reasonably be required by the Principal. <p>Student learning and achievement</p> <ul style="list-style-type: none"> (i) See Key Focus (i, iii, iv and v). <p>Staff Support and Challenge:</p> <ul style="list-style-type: none"> (i) Direct, monitor and support the work of staff you line manage; (ii) Take responsibility for the delivery of training for Child Protection and safe guarding as appropriate (iii) Remain positive at all times and lead staff by example. <p>Learning Community</p> <ul style="list-style-type: none"> (i) Represent the Academy at appropriate Care and support meetings. (ii) Take a leadership role in appropriate community partnerships/agencies– related to Care and well-being. <p>Standards and quality assurance</p> <ul style="list-style-type: none"> (i) Support the aims and ethos of the Academy; (ii) Set a good example in terms of dress, punctuality and attendance; (iii) Attend and participate in school events ; (iv) Uphold the school's behaviour code of conduct and uniform regulations; (v) Participate in staff training; (vi) Attend team and staff meetings; <p>Develop links with governors, Local Authorities and partners schools and Academies including the Thinking Schools Academy Trust.</p>
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	<p>Maintenance of Professional Standards:</p> <p>(i) Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the Academy and the Team for which you are responsible;</p> <p>(ii) Ensure the highest standards of professional conduct and confidentiality at all times</p>
Other	To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community
Community	<p>Maintain confidentiality inside and outside the workplace</p> <p>Understand and apply Academy policies</p> <p>Support Academy ethos and vision in the wider community</p>

This job description sets out the main duties of the post. Other duties may be assigned by the Principal or the Academy Trust, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change

Generic Duties relevant to all members of staff

The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at The Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



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Teaching and Learning

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection



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The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.