

## Job Description

Job Title	<b>Student Manager</b>	Department	<b>Admin</b>
Reporting to	<b>Deputy Headteacher</b>	Grade	<b>9</b>
Hours per week	<b>37 (term time only)</b>		
Hours of Work	<b>0830-1630 (Monday-Thursday) 0830 -1600 (Friday (30 min unpaid break) some flexibility with hours required</b>		

### Summary

The post of Student Manager has the prime responsibility of working directly with the Head of Site and other senior staff ensuring that standards of achievement are maximised through the promotion of all aspects of pastoral care as outlined below, and that the Academy's aims and objectives, as set out in the Academy Development Plan, are achieved.

### Principal responsibilities

#### Behaviour

A Student Manager will act to promote, maintain and improve good behaviour by:

- Working with all staff to identify student behaviours which interfere with high standards of Teaching and Learning.
- Reinforcing college expectations of behaviour to both individual students and larger groups, for example, through assemblies.
- Communicating with parents to discuss behaviour of individual students; providing strategies/support for the student/parents when appropriate.
- Participating as a senior member of staff in all areas of the 'Duty' system.
- Liaising with those outside agencies that relate to behaviour, attendance and pastoral care.
- Managing, and maintaining a record of, behavioural interventions for individual students.
- A more experienced Student Manager would be expected to contribute to whole college initiatives that relate to student behaviour and welfare.

#### Attendance

A Student Manager will work to achieve high levels of attendance by:

- Monitoring attendance records and ensuring that tutors are keeping accurate and up to date daily attendance records.
- Liaising with the Academy Attendance Manager regarding non-attendance issues.
- Raising attendance through a variety of interventions.
- Organising work/accessing support for students with long term medical problems.

- A more experienced Student Manager would work with the Academy Data Manager and senior staff to develop whole school initiatives that enable students to improve their attendance.

### Uniform

A Student Manager will regulate high standards of uniform by:

- Monitoring uniform and reinforce the uniform policy at all times.
- Taking appropriate action to ensure that all students achieve acceptable standards of dress.
- Contacting parents if a student is regularly wearing non-uniform items.
- Dealing with uniform issues sensitively, particularly if a parent requires support from the Governors' Fund.
- Managing other interventions to improve uniform, such as detentions for students with persistent uniform issues.

### Welfare

A Student Manager will play a key role in the supervision of student welfare by:

- Developing good relationships with students based on trust, respect and support.
- Building a knowledge base of all students to allow for early and effective interventions as required.
- Liaising with all relevant staff in monitoring welfare of students.
- Communicating with parents and agencies where appropriate when the welfare of an individual student is cause for concern.
- Referring students to King Alfred's counselling services.
- Enabling parents to access support from parenting groups.

### **Universal**

- To be personally committed to the process of continuous improvement in the College.
- To participate in relevant staff development and training activities.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".
- To be committed to safeguarding and promoting the welfare of children and young people.
- To be prepared to undertake First Aid Training if required.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SELECTION CRITERIA:**

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Education		Level 3 or commensurate professional qualifications.
Knowledge	Evidence of significant and successful proactive involvement in the welfare of children or adults.	Evidence of involvement in the pastoral welfare of young people in an educational environment.
Skills	Effective use of ICT including Excel, Word, PowerPoint and the college Management Information System.	
Personal Qualities	<p>Ability to contribute constructively to a team.</p> <p>Understanding of Academy roles in relation to students' pastoral support.</p> <p>Excellent communication skills.</p> <p>Systematic approach to work and the ability to prioritise.</p> <p>Ability to self-evaluate personal learning needs and engage with staff development opportunities.</p> <p>Understanding and respect for confidentiality in relation to all issues connected with the role.</p> <p>To be a confident decision maker, with the ability to solve problems and show initiative in a range of situations.</p>	

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.