



JOB DESCRIPTION

Title: Student Manager

Grade & Salary: LCC15 - 18

Responsible to: Key Stage Lead

Job Purpose

To lead the pastoral arrangements for a specific year group by creating a positive year identity and establishing high standards of achievement, behaviour and attendance.

Key Accountabilities

To Students

- Providing an initial contact for students with concern; taking of written statements for subsequent overview by Key Stage Lead.
- Liaising with the Key Stage Lead about welfare and behavioural issues and following-up decisions made.
- Liaising with the Key Stage Lead about student attendance, non-attendance, meeting with parents/guardians, issuing phone calls and attending external meetings, if required.
- Monitoring students on student reports alongside the Key Stage Lead – to include agreeing targets and having developmental conversations with the students concerned.
- Organising the collation of work set for students absent due to medium/long-term illness and arranging for it to reach the student concerned. Working closely with the SENDCo, if required.
- Managing the process of distributing student timetables and school equipment, checking (via Tutors) in order to support effective and independent personal organisation by students.
- Maintaining and updating student communication via the school's communication channels, email and the website.
- Ensuring that students' opinions expressed through the Student Council and Student feedback is valued and responded to positively.
- Commending students for high standards of work, effort and behaviour, in liaison with the Key Stage Lead and the schools reward programme.

To Key Stage Lead, staff and external agencies

- Providing clerical/administrative support to the Key Stage Lead, including maintaining/updating student files in the relevant Year Groups.
- To support the Key Stage Lead in maintaining regular contact with the families / carers of students in need of extra support, keeping them informed of the student's progress and needs.
- Ensuring that the role of the Tutor is promoted as the key member of the pastoral team.
- Assisting the relevant Key Stage Lead in ensuring that the Year Groups develop a positive ethos, reflecting the wider aims and values of the school.
- Attending and minuting appropriate meetings.
- Implementing behaviour strategies and intervention procedures to ensure a positive learning environment for all students in the Year Group.
- Liaising with the Attendance Manager regarding attendance issues in the Year Group and following-up such concerns as necessary with parents/guardians. Keeping the Key Stage Lead informed of such cases.



- Liaising with outside agencies regarding individual support relating to academic issues, in consultation with the SENCO, Key Stage Lead, Tutor and students' parents/guardians.
- Working with other Student Managers in developing the students journey throughout their time at John Ferneley.
- To assist the Key Stage Lead with recording, communication and administration of student behaviour, exclusions and managed moves.
- Providing support to new admissions, ensuring they settle in well and are provided with a Peer/s Mentor – linking in with their Tutor.

To Parents/Guardians

- Being the second point of contact (after the Tutor) for parents/guardians, for example relating to alleged cases of bullying, long-term illness etc.
- Managing the process of student timetables (via Tutors) in order to support effective home-school communication.
- Communicating with parents/guardians during the hours of the working day regarding organisational, behavioural or attendance concerns, in liaison with the relevant Tutor and Key Stage Lead.
- Overseeing the collation of reports to parents/guardians in the Year Group, working alongside the Data Administrator.
- Reinforcing the principle of parental involvement in their child's learning.

Working with the Key Stage Lead to support learning and monitor the progress of students

- To monitor the progress of students in liaison with the Key Stage Lead.
- Coordinating and contributing to Year Group enrichment activities.
- Assisting with monitoring the extent of extra-curricular provision for the Year Group.

General duties

- To act as the Deputy Designated Safeguarding Lead and deputise for the DSL in their absence
- To keep up to date with the latest research and literature of the pastoral care of children.
- Support the school pastoral system by playing an active role in the tutor system.
- Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the school behaviour policy.
- To participate in relevant staff development programmes within the school and Trust.
- To make a positive contribution to the overall development of the school in cooperation with other staff and outside agencies.
- Carry out duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in pastoral training and other learning activities as required and to participate in appraisal and professional development.
- To undertake any duties at the direction of the Deputy Headteacher which are consistent with the responsibilities of the post.
- To promote the mental health and wellbeing of students and staff in your Year Group and team through supportive leadership styles and management practices.
- Manage own workload to support work-life balance and help others to do the same.
- Report any safeguarding concerns immediately in accordance with Trust processes.
- Consistently demonstrate and promote the values of the Trust.



The duties and responsibilities listed are indicative of the tasks the Student Manager will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Person Specification

Source Key: A = Application Form I = Interview C = Certification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
Higher education qualification (level 4) or equivalent		✓
Experience & knowledge		
Recent and relevant work experience within an educational setting	✓	
Knowledge and understanding of pastoral care delivery in an educational setting.		✓
Experience of using MIS in an educational setting		✓
Experience of working in an office environment	✓	
Knowledge and understanding of relevant policies and procedures - Safeguarding, Child Protection, Health and Safety, GDPR	✓	
Skills		
Excellent communication skills, both written and verbal	✓	
Problem solving skills	✓	
High level of accuracy, organisation and attention to detail	✓	
Ability to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Substantial level of IT skills including Outlook and Office	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	



Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	

Mowbray Education Trust ~ Children first