

Job Description: Student Manager

Responsible to:	Assistant Head Teacher (Key Stage 3 and Key Stage 4 Co-ordinators)
Job Type:	Temporary – Fixed term contract until August 2027
Grade:	9
Hours per week:	37
Working weeks:	38
Location	¹ Larkmead School

INTRODUCTION

The post of Student Manager has the prime responsibility of working directly with the Pastoral Team (Assistant Headteacher/Key Stage Coordinator, Director of Learning and Pastoral Support Department) to respond to day-to-day student behaviour, providing guidance, care and support for students and supporting engagement and achievement through the promotion of all aspects of pastoral care as outlined below.

PRINCIPLE RESPONSIBILITIES

Engagement and behaviour

A Student Manager will act to promote, maintain and improve good engagement and behaviour 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 the welfare of students.
- Liaising with Key Stage Coordinator, Director of Learning, Curriculum Leader, Tutor, SENCO and Pastoral Support Department to ensure good communication so that issues can be addressed holistically
- Responding to issues as the duty on-call member of staff, empowered to manage behaviour in line with the school systems
- Following up on issues over the course of a day, including taking statements and investigating incidents
- Liaising with the relevant member of the Pastoral Team or Curriculum Leader that day
- Recording key information, including use of CPOMS and school Management & Information System.
- Managing, and maintaining a record of, behavioural interventions for individual students
- Working with all staff to identify student behaviours which interfere with high standards of Teaching and Learning.

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- Promoting a growth-mindset, resilience and positive decision making when working with individuals, reinforcing school expectations of behaviour to both individual students and groups.
- Communicating with parents and carers to discuss behaviour of individual students; providing strategies/support for the student/parents/carers when appropriate.
- In coordination with Pastoral Team, liaising with those outside agencies that relate to behaviour, attendance and pastoral care.
- Monitoring uniform and reinforcing the uniform policy consistently and sensitively, in coordination with the Directors of Learning

Attendance

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

- Liaising with School Attendance Officer and working with Pastoral Team as part of a coordinated approach to improve attendance of all students
- Addressing on-site truancy as part of the behaviour management policy
- Raising attendance through running attendance interventions when directed
- Prioritising attendance intervention for key students and groups (including PP and SEND)

Universal

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

GENERAL RESPONSIBILITIES

All staff employed by Larkmead School are expected to work within the following policies and procedures:

Safeguarding:

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

Health and Safety:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Security and data protection:

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply

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with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"> Experience of successfully working with children and young people. 	E
<ul style="list-style-type: none"> Level 3 or commensurate qualifications Evidence of significant and successful proactive involvement in the welfare of children or adults. 	D
<ul style="list-style-type: none"> Evidence of involvement in and understanding of the pastoral welfare of young people in an educational environment. Experience of working in school across the age range 11 to 16 years. 	D
<ul style="list-style-type: none"> Understanding of the challenges that students and young people can face 	E
<ul style="list-style-type: none"> A clear understanding of safeguarding in a school setting, particularly in relation to KCSIE Sep 2021 	D
<ul style="list-style-type: none"> Effective interpersonal skills. Proven behaviour management skills. Ability to de-personalise challenging situations. Ability to face and overcome challenging situations Excellent organisation skills. Ability to promote the enjoyment and success of students throughout the school. Ability to think, plan and implement strategically. 	E
<ul style="list-style-type: none"> Ability and willingness to work to get the best from all students. Commitment, enthusiasm and energy. Ability to contribute constructively to a team. Emotional intelligence and empathy. Commitment to own personal and professional development. Willingness to be involved in the wider life of the school community. Systematic approach to work with the ability to prioritise. Understanding and respect for confidentiality in relation to all issues connected with the role. 	E

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CAMBRIAN

Nurturing Growth - Inspiring Minds



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| <ul style="list-style-type: none">• To be a confident decision maker, with the ability to solve problems and show initiative in a range of situations.• A sense of humour | D |
| | D |

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