

## Job Description: Student Manager

Responsible to:	Safeguarding Manager
Job Type:	Permanent
Grade:	09
Hours per week:	37
Working weeks:	39
Location	King Alfred's Academy

### Summary

The post of Student Manager has the prime responsibility of working directly with the Safeguarding Manager 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

#### Welfare & Pastoral Care

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

- Developing good relationships with students based on trust, respect and support.
- Working collaboratively with Hub leads to building a knowledge base of all students and their families, to allow for early and effective interventions as required.
- Managing, maintaining and leading on pastoral interventions for students when required.
- Liaising with all relevant staff in monitoring welfare of students.
- Communicating with parents and outside agencies where appropriate when the welfare of an individual student is cause for concern.
- Leading on Child Protection, Child in Need and Team around the Family meetings as required
- Contributing to and maintain the safeguarding records of all students in a timely manner
- Referring students to King Alfred's counselling services, School Health Nurse and other internal welfare services.
- Supporting parents to access parenting groups.

#### Behaviour

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

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Working closely with HoY alongside all staff to identify student behaviours which interfere with high standards of Teaching and Learning.
- Reinforcing academy 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 support staff in all areas of the behaviour support 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.
- Contribute to academy initiatives that relate to student behaviour and welfare.

## Attendance

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

- Monitoring attendance records, ensuring that marks are recorded accurately and in a timely manner.
- Working alongside the Academy Attendance Officer regarding attendance issues.
- Raising attendance through a variety of interventions.
- Organising work/accessing support for students with long term medical problems.
- Prioritising attendance intervention for key student groups (PP/SEND)
- Working with the Academy Attendance officer to reduce the number of Persistent Absentees (PAs) and Severe Absentees (SAs) in their year group.
- Working with the Academy Attendance Officer 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 not complying with the uniform policy.
- Dealing with uniform issues sensitively but robustly, particularly if a parent requires support from the Educational Trust.
- Managing other interventions to improve uniform, such as detentions for students with persistent uniform issues.
- Supporting the school's 'phone free' stance by ensuring all non-compliance is challenged appropriately.

## **General Duties**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.

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- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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 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
Level 3 or commensurate professional qualifications.	D
Understanding of the Academy Management Information System	D
Understanding of Academy roles in relation to students' pastoral support.	D
A clear understanding of safeguarding in a school setting, particularly in relation to KCSIE Sep 2025	E
Evidence of understanding the pastoral welfare of young people in an educational environment.	E
Evidence of significant and successful proactive involvement in the welfare of students or adults.	E
Evidence of working with outside agencies collaboratively and proactively regarding the welfare of students and adults	E
Effective use of ICT including Excel, Word, PowerPoint	E
Ability to contribute constructively to a team	E
To be a confident decision maker, with the ability to solve problems and show initiative in a range of situations.	E
Excellent communication skills	E
Systematic approach to work with the ability to prioritise.	E
Ability to self-evaluate personal learning needs and engage with staff development opportunities.	E
Understanding and respect for confidentiality in relation to all issues connected with the role.	E

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