



## Student Manager Job Description

**Reporting to: Head of Year / Assistant Head**  
**Location: Didcot Girls School**

### Main Purpose of this job:

To support the achievement of all students within the year group. You will work in close liaison with the Head of Year (HOY) to ensure high standards of engagement and pastoral care within the year group. This role is crucial to ensuring that all students are able to enjoy high quality teaching experiences and feel included in the school community. You will also play a vital role in ensuring that there is a culture of respectful relationships in the school. You will undertake tasks as delegated by the HOY to promote student motivation, attendance, punctuality and positive behaviour for learning including through close liaison with parents and carers.

### Main Duties and Responsibilities:

#### **General responsibilities:**

- To fully support the HOY in all matters regarding behaviour, attendance, uniform and punctuality.
- To be a key link person between school and external agencies for students in your year group. This includes liaison with external agencies, attending meetings and making referrals, under the direction of the HOY/Assistant Headteacher
- To support the HOY in communicating and liaising with teaching and non-teaching staff as well as with families.
- To support tutors as directed by the HOY (including regular visits to tutor groups, assemblies and Team Meetings). You may be required to take an active part in assemblies from time to time to ensure that you are highly visible to your year group.
- To celebrate the successes and achievements of your year group using the school systems for rewards, celebration and communication with the wider community.
- To undertake any duties as requested by the HOY to enable the smooth running of the year group system.

### Specific Duties:

#### **Pastoral and Behaviour Support**

- Identify and work with vulnerable students in your year group. This will involve delivering small group and mentoring sessions for students identified as requiring additional support.
- Running a lunchtime club for vulnerable students in the year group.
- Assisting senior staff on duty with taking statements after an incident and resolving the incident
- Attend readmission meetings and take direction from the HOY relating to actions which stem from the meeting.



- Attend Attendance, Behaviour and Concern (ABC) meetings and support the HOY in preparing information for the meeting e.g. behaviour, progress and attendance reports.
- Assist in the implementation of Behaviour Support Plans (including PSPs, report cards, etc) for students and help monitor their progress. This will involve regular updates to parents and family on the progress of students.
- Facilitate solutions for students with barriers to learning e.g. bullying, peer/family conflict, low self-esteem, family illness, carer role, physical/mental health, substance abuse. This is to be done with the direction of the HOY/ Assistant Headteacher.
- Finding opportunities to celebrate the achievements of the students in your year group and sharing these with families.
- Carry out Early Help assessments with families and communicate with social services about concerns; attend relevant safeguarding meetings.

## **Communication**

- Liaise with teaching/support staff to resolve social and emotional barriers to learning and communicate actions to Tutors/HOY and other relevant staff e.g. subject staff, TA team, SENDCo.
- Attend year group meetings and feedback to tutors about the progress of students.
- Attend a weekly meeting with your line manager, HOY/Associate Assistant Headteacher.
- Meet regularly with HOY to review attendance, punctuality, progress, behaviour and presentation of your year group.
- Communicate actions/progress to Tutors, Heads of Year, teaching/support staff, parents/carers, SENDCo and the relevant members of SLT when appropriate.
- Contact and meet outside agencies as required.
- Prepare written information for referrals to outside agency when appropriate.
- Liaise with home-school link workers where appropriate.
- Support and monitor students with flexible programmes to maintain learning routines and organisation in school. This could include arranging and monitoring work experience placements for students in your year group.

## **Attendance**

- Monitor and support identified students with attendance issues.
- Provide support to students returning to school after a prolonged absence.
- Make first day absence calls home to students who have been defined as attendance concerns by the HOY. You will also need to make first day absence calls for Looked after Children and students who have a Child Protection Plan.
- Enter appropriate codes to record students' absences through liaison with HOY.
- Improve attendance and punctuality of students in the year through liaison with attendance officer, home, outside agencies. This may involve home visits from time to time. This also includes undertaking administrative tasks involved in the liaison with external agencies.



## **Other Duties**

- Follow-up safeguarding/child protection issues for students. Use school systems to communicate with the Safeguarding Officer and decide appropriate actions.
- Liaise and support health professionals with regards to immunisation programmes, health checks e.g. school diabetic clinic, school drop-in clinics.
- Undertake training as appropriate.
- Supervise the removal room (C1) for 2-3 hours per week.

## **Notes:**

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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Disclosure Level:**

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed.



## Person Specification – Student Manager

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	<ul style="list-style-type: none"> <li>Educated to at least GCSE grade 4 standard or equivalent in English and mathematics or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Further education qualification/s.</li> <li>First aid qualification.</li> </ul>	Application form Interviews Certificate/s (to be available at interview)
Experience	<ul style="list-style-type: none"> <li>Experience of working with children/young people in an environment to support learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with external agencies and other professionals.</li> <li>Experience as a school based pastoral lead and/or teaching assistant.</li> </ul>	Application form Interviews
Knowledge and skills	<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, parents/carers and colleagues.</li> <li>Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities, including own.</li> <li>Ability to use and understand and report on data.</li> <li>Ability to absorb and understand a wide range of information.</li> <li>Ability to use computer programs such as MS Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Safeguarding.</li> <li>Understanding of statutory frameworks relating to teaching.</li> <li>Good understanding of principles of child development, learning processes and barriers to learning.</li> <li>Working knowledge of national curriculum and other learning programmes/strategies.</li> <li>Working knowledge of planning and delivery of relevant learning activities.</li> <li>Working knowledge of behaviour management strategies.</li> </ul>	Application form Interviews
Personal qualities	<ul style="list-style-type: none"> <li>A diplomatic and patient approach.</li> <li>Able to appropriately deal with confidential information/situations.</li> <li>Ability to show initiative and to prioritise one's own work and meet required deadlines.</li> </ul>		Application form Interviews