

ABINGDON LEARNING TRUST



Student Manager

JOB DESCRIPTION

Objectives of the role:

Under the guidance of the Assistant Headteacher, Behaviour, Attitude and Attendance

To provide a service for students to reduce barriers to learning by:

- Identifying and analysing recognised needs and applying practical and procedural knowledge to facilitate best outcomes for students.
- Engage with and direct external agencies, as lead practitioner, to ensure safeguarding and specialist support of students and families with extreme needs.
- Giving greater continuity of service to staff, students and parents by extending specialist knowledge, support, and guidance.
- Pro-actively refine and formulate effective operational policies and procedures to ensure appropriate interventions are successfully implemented.
- Strategically lead staff to apply policies and procedures to improve attendance, behaviour and achievement for all students.

Supporting the Leadership Team in actively promoting and leading on key priorities to ensure the efficient running of the school and its community on a daily basis by:

- Advising all staff on correct legislation, policy and procedural practise on safeguarding looked after children, admissions and attendance.
- Responsibility for taking decisions at high-level multi-agency meetings that will affect the future well-being of individual students and families.
- Supporting the induction of new Pastoral Leaders / tutors;
- Daily advice and guidance around pastoral support for Pastoral Leaders / SLT to ensure the correct implementation of policy and procedure.
- Increasing the profile of the school within the local community through regular attendance at high-level statutory meetings as well as community events.
- Developing practices and relationships with external services to provide and identify a higher level of pastoral support for students.

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TASKS AND RESPONSIBILITIES

Development and implementation of strategic procedures and policies to overcome the barriers to learning and improve student participation, enjoyment and accessibility to learning and whole school life whilst insuring their safety and well-being both at home and at school by:

Safeguarding / Child Protection

Deputy Designated Safeguarding Lead

Responsible for the safeguarding and well-being of students as well as overseeing the overall protection of the school community. Directly impacting on the well-being of students and families, assessing their complex needs and organising delivery of appropriate programmes of care or welfare. Responsible for taking decisions that may affect the future well-being and circumstances of individual students.

- Main point of contact for staff in all matters relating to Child Protection and Safeguarding;
- Leading on the correct process following a safeguarding disclosure, taking advice from LADO where necessary;
- Formally refer to and support external agencies such as, Social Care, Police, MASH, Kingfisher, HUB, and CAMHS for cases of a safeguarding nature;
- Attend and contribute to high level decisions made at Child Protection Conferences and Core Group Meetings;
- Act as Lead Professional in TAC processes which have been signed off from Social Care involvement;
- Completion & distribution of TAC notes to members of the team;
- Manage targets set at TAC meeting for completion by agreed date;
- Regular liaison with Safer-School's Police officer to promote education around on-line safety concerns;
- Attend and contribute to County CSE meetings, led by the Kingfisher Team, to promote joint working between secondary schools, HUB and police to identify concerns around students vulnerable to CSE;
- Correct recording and storage of sensitive CP records;
- Trained domestic abuse champion. In receipt of Domestic Abuse Reports as and when they occur.
- Management of staff safeguarding training records.
- Arrange for CP specialist training courses for all relevant staff.
- Circulation of OSCB newsletters and updates to all staff.
- Take a lead role in preparing for the annual safeguarding audit and refreshment of related policies.

Looked After Children

Designated Lead for Looked After Children

Lead responsibility for promoting the understanding and importance of how looked after children learn, achieve and progress. Promoting a culture of high expectations and aspirations for all looked after children.

- Ensure the young person has a voice in setting learning targets
- Source of advice for staff about differentiated teaching strategies appropriate for individual children and in making full use of Assessment for Learning
- Ensure that looked after children are prioritised in one-to-one tuition arrangements and that carers understand the importance of supporting learning at home.
- Lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school.

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- Liaise with students for completion of Pupil Voice in preparation for PEP meeting;
- Mentoring of LAC students both academically and pastorally;
- Setting of Smart Targets from PEP.
- Budget and manage Pupil Premium funding to support academic progress;
- Arrange and co-ordinate additional support outlined in PEP;
- Key Worker for Looked After Children;
- Attend LAC reviews;
- Support Social Worker and carers with all aspects of student's school life;
- Completion of formal documentation for PEP process and facilitate correct storage;
- Attend year 6 LAC / PEP reviews in preparation to support the transition to secondary school.

Attendance

Working with the Attendance Officer to take a lead role in raising whole school attendance by developing and implementing strategic policies and procedures ensuring statutory requirements are met.

- Liaise with and make formal referrals to the County Attendance Team and implement fixed term penalty notices & truancy sweeps;
- Lead on parent contract meetings to re-engage students in attendance;
- Arrange and lead multi-agency meetings re attendance and make referrals to The Hub re individual cases;
- Liaise with Pastoral Leader & Tutors & Directors of Faculty to promote positive behaviour, attendance and increase levels of punctuality.
- Manage 'late gate' protocols;
- Monitor attendance & punctuality for all students in the associated Year Groups ensuring the correct recording of registration marks and adhering to official guidelines set by the local authority;
- Manage the correct completion of all attendance procedures, including attendance concern letters, student mentoring and developing effective practices to engage students in improving their attendance;
- Produce termly attendance certificate;
- Produce weekly management reports and termly attendance data for Governors.

Admissions Co-ordinator

In-Year Transfers

- Manage In-Year admission process. Liaising with county admission team and lead on admission meetings with parents;
- Liaise with Directors of Faculty to facilitate the allocation to the correct class, both pastoral and academic;
- Set-up and produce students' timetables;
- Gather information from current school and communicate to relevant staff where needed, including any child protection concerns or multi-agency involvement.

Behaviour

Lead, advise, develop and implement strategies to promote improved student behaviour. Including the identification and tracking of tailored interventions.

- Development and implementation of successful behaviour tracking tools.
- Writing/compiling detailed behaviour reports for the Assistant Headteacher;
- Raise awareness of behaviour issues on a timely basis by producing and communicating data to Pastoral Leaders, Directors of Faculty, SLT and Governors;
- Produce Ad-Hoc reports for all staff when needed;
- Mentor individual students to support their improved behaviour and attitude to learning;
- Lead or assist with investigations into reported misbehaviour / incidents and implement sanctions according to school policy.

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- Support Behaviour processes including PSP and IBP reviews.
- Complete relevant referral forms to external agencies to support behaviour concerns both in and outside school. (CAF, EIS, IYFAP, CAMHS, School Counsellor)
- Supervision of students' behaviour during break and lunch times.
- Daily support for staff in dealing with students' behaviour for learning

Strategic School Development

- Responsible for the strategic development of the effective school pastoral processes and policies that ensures students and their families receive appropriate support and guidance.
- Inclusion meetings: offering guidance, advice, knowledge and experience supporting Year group inclusion meetings.
- Develop and Organise external education events to support safety and well-being, such as Chelsea's Choice, Keeping Safe Carousel and Kingfisher student support programmes;
- Develop relationships with new external agencies to support pastoral work within the school;
- On-going analysis and strategic improvement of school procedures to ensure continued progress towards targets set for attendance, punctuality and behaviour;
- Holding staff to account for their agreed actions.

Organisation and Responsibilities

- Work under very high levels of work-related pressure from deadlines, interruptions and conflicting demands
- High-level decision-making, advice and guidance required to support the whole school community based on extensive knowledge and experience. Including staff at all levels.
- Advanced level of independence and the use of own initiative while representing the school when meeting the demands of others, either internal or external.
- Exercising highly developed pastoral skills in order to meet the complex and demanding needs of the school community.
- Effective use of advanced theoretical, practical and procedural knowledge across the specialist area of student welfare, safeguarding and pastoral support.

- Managing intense emotional demands and genuine stress including those arising from dealing with cases of child abuse, neglect and domestic violence.
- Handling extreme emotional pressure relating to family conflict when involved in the decision-making process of students being placed into foster care.
- Be aware of and 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 and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in regular statutory and high-level meetings
- Participate in training and other learning activities and performance development.

Other Administrative Duties

- Holiday letters;
- Student References;
- Weekly Tutor Reports (Behaviour, attendance, achievements);
- Preparation of reports for students transferring to another school;
- Hospital School referrals;
- Attend Hospital School initial meeting;
- Management and storage of student case notes for ease of access by key staff;
- Additional parent reports – for those parents that do not reside with student and have asked for communication from school;

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- Support Year 11's during exam period with additional timetables;
- Co-ordinate and manage Reduced timetables so that they can be reported to the local authority as per statutory requirements;
- Co-ordination of student school photographs;
- School Counsellor referrals and student data administration;
- Manage student records in SIMs & report facilities for attendance and behaviour, end of year procedures and academic promotion;
- Preparation of Governors Reports;
- Preparation and submission of School Census (3 times per year);
- Reporting to Headteacher on student numbers, leavers & joiners (weekly);
- Facilitate Social Workers, HUB workers, Young Carers, Police visiting students in school;
- Monthly reporting on Bullying and Racist incidents;
- Storage of official registers.
- Parental contact and meetings to address concerns of the year team/ school.
- Daily administration of attendance data.

Other support duties may be required as directed by the Assistant Headteacher

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable*

Hours: 37 per week. Term time – with additional days/weeks during school holidays to be considered.

Grade: NJC Grade 10

Date: April 2022

ABINGDON LEARNING TRUST

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust ("the Trust") and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Date:

Signed: (on behalf of the Academy):

Date: