



Job Description

JOB TITLE	Deputy Student Services Manager (Key Stage 3 and Transition)
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Student Services Manager
RESPONSIBLE FOR	Behaviour/Pastoral Support Assistants

Job Purpose

- Support the Student Services Manager in enabling students to acquire effective habits (Victory Virtues) to be successful at school and beyond and to develop awareness of their own strengths and areas they would like to develop.
- To promote and enforce standards around attendance, behaviour and progress so that each student can be their best self.
- Provide an academic and pastoral link between KS2 and KS3 and across KS3.

Duties and Responsibilities

- Promote positive values, attitudes and good student behaviour including addressing students whose behaviour does not meet the expectations within the behaviour policy
- Role model the Victory Virtues and Values for staff and students
- Be relentless in monitoring the behaviour and progress of students and ensuring that appropriate follow up takes place by all members of staff where misbehaviour, or serious misbehaviour, occurs.
- Liaise directly with other schools to ensure the learning of students attending off-site provision is effective.
- Work alongside the Heads of Year to monitor the process of rewards across the year groups.
- Work alongside the transition team to support students as they join in Year 7.
- Work alongside the Head of Years to create and apply intervention strategies for individuals or groups of students to build aspirations
- Act as a mentor for students who are underachieving in relation to their targets
- Support with restoring student behaviour and relationships to the expected standards, helping to create an atmosphere of mutual respect and courtesy.
- Ensure that students who have restored their behaviour are given the opportunity to continue their learning in the classroom, supporting within this setting
- Where appropriate, conduct investigations into student behaviour and work with the Heads of Year to restore relationships
- Log information in the school IT systems in a timely manner



- Carry out duties such as break, lunch, before and after school as required
- Assist in supporting the welfare and wellbeing of students including the administration of immunisation programmes and the implementation of medical plans.
- Provide administrative support for the Heads of Year for year group specific events e.g. Options Evening, Parents' Evenings

Working with colleagues and other relevant professionals

- Liaise with parents and attend meetings as appropriate, reviewing and updating support plans and Pupil Passports in a timely and routine way
- Liaise with senior pastoral staff and cascade information to other staff where appropriate
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Victory Academy School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Deputy Student Services Manager - Key Stage3 and Transition.

Name:

Signed:

Date: