

William Farr C of E School		
JOB DESCRIPTION		
JOB TITLE:	Student Services Hub Manager	
POST HOLDER:		
GRADE:	WFPS 6	
REPORTS TO:		
Hours Worked Per Week:	37	
Weeks Worked Per Year:	39	
Weeks Paid Per Year:	44.28	
HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES		
1.	PURPOSE OF JOB: <ul style="list-style-type: none">To lead and manage the Student Services Hub* on a daily basis.To lead staff in the Student Services Hub to support, prepare and assist students in their reintegration into school.To assist with the EBSA (Emotionally Based School Avoidance) and TAC (Team Around the Child) pathway including leading on EBSA for designated individual students as allocated.To manage Student Welfare and provide emotional support for students. <i>*The Student Services Hub provides a safe, temporary space for students to regulate, access social, emotional and mental health support, receive strategies, build resilience and return to their learning in the classroom and thereby return to specialist teaching.</i>	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	1	To co-ordinate, direct and support staff and students within the Student Services Hub and to assess need and determine timeframe for returning to students to lessons.
	2	To uphold the purpose and principles of the Student Services Hub which is that students, with support, are to be reintegrated back into school within an agreed and planned timeframe.
	3	To promote the understanding that the Student Services Hub and the Reintegration Classroom is a temporary space whilst students access the social, emotional and mental health support required in order to be able to return to lessons.
	4	To liaise closely with staff in the Student Services Hub, Heads of Year, SENDCo, teachers and parents to ensure a smooth transition to lessons.
	5	To keep a record of work being completed as part of the social and emotional and mental health within the overall Reintegration Plan alongside academic records, ensuring all records are up to date.
	6	Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection, safeguarding and behaviour management.
	7	Be aware of Student Passports for student with SEND (Special Educational Needs and Disabilities) and liaise with SEND where appropriate.
	8	To provide a supportive and inclusive learning environment and to provide motivation, support and encouragement for students to return to mainstream school.

	9	For designated students on the EBSA and/or TAC (Team Around the Child) Pathway, to lead on cases as required. This will involve close liaison with key stakeholders.
	10	To liaise with parents and students to plan for students' reintegration to mainstream school.
	11	To write social, emotional and resilience programmes to use with groups of children as necessary.
	12	To provide student welfare support.
	13	To liaise with the Head of Year in regard to Year 6/7 transition for students with social and emotional issues.
	14	To be responsible for keeping the website up to date with self help and mental wellbeing advice for Children and Young People.
	15	To provide regular reports on the work and impact of the Student Services Hub.
3.	MANAGEMENT OF PEOPLE Staff in the Student Services Hub SUPERVISION OF PEOPLE Staff in the Student Services Hub	
4.	CREATIVITY AND INNOVATION Required to follow policies and procedures but may need to be creative when making suggestions to resolve any issues. Creative solutions may be needed in support reintegration.	
5.	CONTACTS AND RELATIONSHIPS <ul style="list-style-type: none"> Daily contact with teachers and staff at the school. Regular contact with students. 	
6.	DECISIONS	
	a) Discretion – The postholder will use their judgement and discretion required when dealing with non-routine matters. Responsible for using initiative in communications with staff and students.	
	b) Consequences – Any errors made by the post holder are likely to be readily identified and amended if necessary.	
7.	RESOURCES The postholder will be responsible for personal computer, confidential information.	
8.	WORK ENVIRONMENT	
	a) Work Demands – The post is subject to interruptions, tasks are interchangeable and interruption would not impact on the overall programme of tasks. Lunchtimes of staff working in the Student Services Hub need to be staggered so supervision of children remains uninterrupted. Therefore, covering lunchtimes for staff will be required.	
	b) Physical Demands – Some periods of computer work.	
	c) Working Conditions – The Reintegration room replicates a classroom environment within the Student Services Hub.	
	d) Work Context –	
9.	KNOWLEDGE AND SKILLS	

	<ul style="list-style-type: none"> • NVQ level 3 or equivalent and GCSE or equivalent in Maths and English and at least 3 other subjects • IT Literate, keyboard skills. • Desirable: Knowledge of SEND. • Desirable: Mental Health leaders training or willing to complete training. • Desirable: A counselling qualification or Mental Health qualification related to Children and Young People. 		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the School.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with School's Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Schools Health and Safety policies and procedures.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]