

Job Description



Job title: Student Services Manager
Reports to: Senior Leadership
Location: Leigh Academy Blackheath

Job purpose

The primary purpose of the post is to manage the social, moral and spiritual wellbeing of the students across the college communities (in line with the Every Child Matters Agenda) and to liaise with parents, carers and outside agencies, as required. Additional responsibilities include working with new students during their transition to the academy, either from primary or from another secondary school and the integration of students from the local authority fair access panel. Leading the development of positive behaviour for learning strategies for support staff and implementing a programme of restorative justice practice.

General responsibilities

- Manage the social, moral and spiritual wellbeing of all students in line with the Every child matters Agenda.
- To organise a cycle of mentoring to ensure positive behaviour for learning across the academy, targeted support to be accessible for new students.
- To provide support, guidance and advice to parents and carers on positive behaviour strategies and engagement with the academy

Liaison with external agencies

- To lead within the Safeguarding team, including contacting and working alongside appropriate external organisations and support
- Liaise with outside agencies to ensure that guest speakers are invited to add context to PSHE, citizenship and other lessons.
- Make contact with local businesses and agencies with a view to pairing them up with departments to add context to schemes of work.
- Liaise with local health agencies to arrange in-put to PSHE, tutorials and lessons, as appropriate.
- Manage liaison with the college student executive and associated charities.
- Arrange to meet parents to discuss the student's progress and/or behaviour when necessary. Carry out home visits, where necessary, relating to attendance, punctuality or behavioural difficulties.
- Undertake student visits as part of the Year 6 to year 7 transition process. Student behaviour support and counselling
- Support subject teachers by 'sitting in' with students who have demonstrated behavioural problems until a resolution has been reached.
- Meet regularly with students experiencing emotional difficulties, in order to support their integration to mainstream schooling.
- Support teachers in dealing with student behaviour through liaison and feedback.
- Maintain and monitor behaviour databases, as they are developed.

- Assisting with enforcing the Leigh Academy Blackheath school uniform policy and independent study checks.
- Assisting in planning and delivering assemblies.
- Support teachers in the organisation and management of teaching spaces and their resources.
- Support teachers in the planning and preparation of differentiated material.
- Assist in supervising students withdrawn from lessons and working with teachers to reintegrate students back into the lessons.
- Assisting with Leigh Academy Blackheath detentions.
- To support morning, break, lunch and after school duties to allow opportunities for behaviour, conduct and support to be monitored.

Support for Tutors

- Assist and support tutors, helping them to plan and manage interesting and relevant tutorial sessions for their tutees.
- Work with the relevant staff to manage the Leigh Academy Blackheath mentoring programme.
- Work with the Leigh Academy Blackheath staff to monitor and report on the quality of tutorial sessions, including collection of regular student questionnaires.
- Attend and contribute to Leigh Academy Blackheath tutor meetings.
- Assist tutors to effectively manage vertical tutor groups by organising appropriate tasks and utilising older students appropriately in a mentoring capacity.
- Assisting with parent/tutor and teacher days and open evenings as appropriate. General To adhere to and promote Leigh Academy Blackheath policies on equal opportunities and race equality.
- To comply with Leigh Academy Blackheath policies and procedures with regards to conduct and dress.
- Job performance will be evaluated through the Leigh Academy Blackheath Performance Management/Staff Appraisal Scheme.
- To line manage PSO and attendance Office to ensure their roles and responsibilities are deployed appropriately.

Person Specification

Essential Attributes:

- Recent experience of recent and relevant work with young people IT literate and able to use basic applications software including spreadsheets and presentation software with confidence
- A good communicator with a sense of humour and positive outlook
- Good attention to detail and the ability to follow tasks through to conclusion
- A calm and approachable persona with the ability to solve conflict in a calm and controlled manner
- Educated to an advanced level; either through traditional or vocational pathways
- Current UK driving licence and access to own vehicle

Desirable Attributes:

- Experience with working with young peoples' services (Connexions, Youth Services, etc.) Database experience Academy Ethos
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.