

Role Description

Student Welfare Manager



MALTBYLEARNINGTRUST
Exceptional Experiences. Successful Lives.

NJC Pay Range	Band G
Responsible For:	Year Group
Responsible To:	Pastoral Team Manager

Main Purpose of the Post

- Support the Pastoral Team Manager in implementing and setting a culture of behavioural excellence across the Academy.
- To ensure that exceptional pastoral care, support, and guidance for all students within the year group is provided by working closely with Pastoral Team Manager, Senior Leaders, the attendance and behavior teams, Safeguarding and SEN.
- Relentlessly driving high expectations for behaviour, attendance, and punctuality of all students within your year group. Be a visible leader around the Academy every lesson, every day.
- Contribute to key behaviour systems within the Academy ensuring high levels of consistency e.g. On Call, Detentions, Removal/Park and Internal Exclusion.

Key Areas of Responsibility

- Be a role model of the highest standards, promote professional standards and expectations to young people, staff and broader community.
- Promote the highest standards of personal presentation, exceptional manners and traditional values of respect, courtesy and British Values which underpin the ambitious 'Key Drivers' of the Academy.
- Review behavior and attendance data of all within your year group students regularly and ensure that appropriate strategies are in place to support them.
- Identifying and removing barriers to learning for all students across the academy.
- Work with staff, parents/careers and multi-agencies to ensure that students develop high levels of character, emotional, social and physical resilience to engage successfully with learning and fundamentally improve student's life chances.
- Deliver key assemblies for the assigned year group.
- To actively work with the Student Achievement Leaders to ensure the Tutor Programme is delivered to a high and consistent standard.
- To relentlessly drive the improvement of student attendance. Playing a key role in implementing the Academy attendance strategy. Building relationships and provided challenge with both students and parents through home visits.
- To actively patrol the site, seeking out students in the learning environment to visit, monitor and carry out check-ups on their conduct and engagement.
- To maintain accurate and up-to-date records on students.
- To provide the daily contact for young people beyond the classroom – liaising with staff, multi-agencies and parents/carers to ensure that students develop the emotional, social and physical resilience to engage with learning both academically, socially and emotionally.
- To support Student Achievement Leaders in identifying students with additional needs and collating the necessary paperwork to seek additional interventions through the Vulnerable Learners Network.
- To act as first point of contact for medical needs and to liaise with Attendance and Safeguarding Team to support a partnership approach to working with children and their parents/carers whose medical needs impact on attendance and punctuality.
- To contribute to the organisation and delivery of House Assemblies, Parents Evenings, and Events.
- Actively support the Student Achievement Leader to create and co-ordinate Student Voice and Student Year Council meetings.

- In liaison with the CEIAG lead provide the highest quality careers and employer provision for the Year group that enables positive and sustained progression routes.
- Undertake any professional duties reasonably delegated by the Principal/Vice Principal.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Pr



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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.

- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment.
An Enhanced DBS Disclosure is required for all staff.***