

**Job description for Student Wellbeing Manager  
Grade 8**

**Hours:** 37 hours per week over 38 weeks (term time only)

**Lunch:** 30 minutes lunch per day, unpaid – by arrangement with line manager (staff room is available)

**JOB DESCRIPTION: STUDENT WELLBEING MANAGER**

**JOB PURPOSE:**

To play an important role in the Pastoral team by providing support for the Head of Year

To provide guidance and care for students

To cover lessons when teachers are unavailable.

**OBJECTIVES:**

To support students in their academic and personal development through care, consistency and clear expectations

To support the school's ethos, nurturing ambition, confidence, independence and resilience to support all students as they progress to the next stage of their learning and their future

To model and nurture empathy, compassion and cooperation so that all students value and respect differences and diversity in an inclusive school and society

To ensure that covered lessons proceed effectively so that students can continue to make effective progress and standards are maintained in the absence of their regular classroom teacher

**MAJOR AREAS OF RESPONSIBILITY:**

- A. Student progress – Support individuals and groups of students in achieving better progress.
- B. Student attendance - Liaise with parents to promote and ensure excellent attendance.
- C. Year team ethos – Provide programmes of support for students with extra needs and investigate and deal with issues that may arise.
- D. Administrative support – Provide administrative support to the head of year - this will include filing, inputting data, creating reports, producing letters etc.
- E. Parent liaison – Communicate with parents on a wide range of issues affecting the year group.
- F. Covering lessons – Deliver work set by teachers in their absence.

**KEY TASKS:**

- A1. Manage the assigned 'case load' of students so that they make demonstrable progress towards achieving their potential and addressing issues.
- A2. Provide support to staff that ensures all students meet the expectations of our behaviour policy.
- A3. Promote high aspirations for achievement and the creation of independent and resilient learners.
- A4. Motivate students through their participation in lessons and year group activities.
- A5. Enable students to learn from their mistakes and develop positive habits.
- A6. Analyse progress data to decide which students need additional support and share the information with year teams and Leadership Team.
- A7. Produce and deliver interventions for individuals and small groups to improve their behaviour, monitoring the effectiveness of the work.
- A8. Produce and deliver interventions for individuals and small groups to improve their academic progress, monitoring the effectiveness of their work.
- B1. Promote punctuality and regular attendance as key values of the school.
- B2. Assist in monitoring lateness in the morning by recording students who arrive between 8.50-9.00am.
- B3. Contact parents about students who are regularly late and put in place plans to improve punctuality and monitor their effectiveness.
- B4. Contact parents about students who are regularly absent and put in place plans to improve attendance and monitor their effectiveness.

B5. Manage parenting contracts to improve student punctuality and attendance.

- C1. To support the Head of Year with transition work at the entry to each new Key Stage, supporting with the supporting administration and induction processes to secure smooth transitions
- C2. Foster an ethos of mutual self-respect across the year group.
- C3. Get to know all students in the year group to provide advice to staff about their personal needs.
- C4. Investigate incidents involving students and collect evidence where required.
- C5. Ensure students are wearing the correct uniform as described in the uniform policy.
- C6. Provide information and support for the tutor team.
- C7. Encourage students to become involved in school events and extra-curricular events.
- C8. Create additional activities for students in the year group and look for innovative ways of inspiring students.
- C9. Be a role model for all students.
- C10. To support the Head of Year with the planning and completion of key events linked with the year group for example Wider Learning Days, FitzActive (enrichment days), leavers Prom etc...

D1. Produce reports for students and maintain a database of interventions.

D2. Produce letters for parents.

D3. Input incident reports onto Bromcom/ePraise.

D4. Provide administrative support for the Head of Year.

E1. Call parents as directed by the Head of Upper School or Assistant Headteacher.

E2. Hold meetings to establish and review parenting contracts.

E3. Ensure parents know what their children's targets are and how they can help them achieve those targets.

E4. Help explain the school's expectation about behaviour, punctuality and uniform.

E5. Organise the year team parents' consultation evening.

F1. Receive work from cover manager and monitor all students completing the work set.

F2. Take the electronic attendance register for classes supervised.

F3. Manage the behaviour of students in the classes being supervised.

G1. To work with the Assistant Headteacher: Personal Development and Heads of Year to support the students' personal welfare and development.

#### **ADDITIONAL DUTIES**

To act as a member of the pastoral team, assisting with duties as and when necessary:

- type/produce documents
- input data
- other duties as required

#### **OUTCOMES**

The outcomes that are associated with this role are to work as part of the pastoral team who:

- Are consistent in their practice
- Share good practice with other team members and other members of the workforce
- Act as role models in managing clients effectively
- Act as role models in demonstrating professional pastoral support

The outcomes associated with the specific role are:

- Effective communication
- A proactive approach to meeting the needs of students and parents
- An individual and team belief in continuous improvement that is evidence through activity
- Planned and coordinated work schedules
- An ethos where problems are minimised and managed
- Effective teamwork where everyone is treated with dignity and respect

#### **ACCOUNTABILITY:**

The Student Wellbeing Manager post is accountable to the link Head of Year.

## **Safeguarding**

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
  - Display commitment to the protection and safeguarding of children and young people
  - A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
  - Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
  - Comply with safeguarding training expectations
- Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning 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.

*Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.*

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: