



## Job Description

Post Title: Student Manager

Hours of work: 0.8 FTE (26 hours pw)

Salary: Scale D (Points 5-6)

Contract: Maternity Cover

To commence: September 2020

### 1. PURPOSE AND SCOPE

To be responsible for the monitoring, management and improvement of students' behaviour with the aim of improving students' learning.

### 2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Assistant Head (Care & Guidance), but will also work closely with the Inclusion Manager. The Inclusion Manager will plan the day to day deployment and intervention of the Student Manager.

### 3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

To:-

- support school staff in enforcing the school's Behaviour Policy both during and outside lessons;
- work with the Inclusion Manager to undertake planned 'On Call' duties during lesson times;
- implement the school's Behaviour Policy, including the supervision of students;
- plan and manage the supervision of students sent out from lessons and to reintegrate students into lessons if at all possible;
- liaise with staff in ensuring removed or excluded students receive appropriate work;
- attend the Year 6 transition evenings and support the teacher in charge with transition arrangements;
- plan and manage 'return' programmes for students coming back to school after exclusion or lengthy periods of absence;
- keep a detailed record of behaviour incidents, disseminate these as appropriate and all follow up work;
- make contact with, and meet where necessary, parents/carers to discuss their son/daughter's behaviour;
- plan and facilitate group work on behaviour topics with targeted students;
- liaise with outside agencies that work with students (e.g. attendance, social workers etc);
- work with Inclusion Manager to provide targeted support for selected students;
- support the Inclusion Manager in the formulation and implementation of student IEPs and PSPs;
- attend appropriate meetings in relation to student matters;
- be fully aware of the school's Child Protection Policy and to participate in relevant training;
- attend appropriate CPD on student learning and behaviour;
- develop a basic knowledge of the school curriculum.

### 4. QUALITIES REQUIRED

- Experience of working with adults and young people;





# Stalham High School



- Excellent interpersonal skills;
- Good negotiation skills;
- A flexibility of approach;
- The ability to react calmly and thoughtfully in a crisis;
- A willingness to understand the complexities of a student's personal circumstances and how it impacts on their learning at school;
- An open minded approach to problem solving;
- Good management skills, including personal organisation;
- ICT skills

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*All school employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job profile is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

