



## Edmonton County School Job Description

Date: January 2019

### STUDENT MANAGER

**Post Title:** Student Manager

**Grade:** Scale 5

**Hours:** 37 hours per week from 8.00am-4.00pm Monday-Thursday, 8.00am-3.30pm on Friday with 30 minutes break daily.

40 weeks per year (term time plus 1 additional week during the summer vacation to process exams results and/or prepare student for induction ('summer school') and/or support student study sessions (during holidays or on Saturday mornings)

**Responsible to:** Year Progress Leader or Sixth Form Senior Student Manager, and ultimately the Executive Headteacher

#### **Core purpose**

- To work as part of a team that provide professional leadership and management for a group of pupils to secure high levels of behaviour, promote high levels of ambition and the promotion of independent learning.
- To assist and support the behaviour, attendance, well-being and progress of students within the year group, as well as providing admin for year group activities and responsibilities.
- The student manager regularly deals with a range of complex and contentious matters requiring a consistently high degree of support, for students in the context of an awareness of the school's major policy objectives. Outcomes will have significant implications for the child or the school. The post holder may act on behalf of the school when dealing with children, parents and agencies.
- The student manager has to investigate incidents, take appropriate disciplinary action and make referrals to senior staff. As such the work is subject to deadlines involving frequently changing circumstances and involves the management of conflicting priorities and deadlines.

**The specific responsibilities and duties associated with this role include:**

- **Receiving and processing students late to school**
  - The school has a standard operating procedure which requires student managers to receive, process and respond to students late to school.
- **Investigating incidents of poor behaviour**
  - Student managers work with their team to investigate incidents and collect witness statements from students, teachers and members of the school workforce.
  - If the incident is serious they help to prepare a report for a senior manager.
  - Within the defined Standard Operating Procedures, the student manager reports to the Progress Leader who makes a judgment and may initiate a sanction.
- **Supervising students excluded from class and/or supervising students in Sixth Form independent study**
  - There will be times when students will need to be supervised in the phase offices. This may be during the conducting of an investigation or for any other reason.
  - Sixth form student managers will cover Independent Study sessions as part of their work time-table.
- **Assisting with the supervision of students at break, lunchtime and after school**
  - Student managers are part of the school staff team that supervises large and small groups of students at break, lunchtime and after school.
  - Being members of the duty teams at AM gate, Break 1, Break 2 and PM gate
  - Supervising and administrating the paperwork for daily whole-school detentions after school.
- **Where agreed individually, as a professional development opportunity, to supervise classes of students where the teacher is absent on an occasional basis**
  - On occasion, staff absence cannot be covered by cover supervisors, supply staff, or teaching staff and Student Managers may be asked to supervise a class.
- **Being part of the team of first aiders**
  - SMs will receive first aid training, to be part of the first aid team in school.
- **Support with the organisation of assigned school events such as:**
  - Parents' evenings - this includes ensuring that all students have made appointments for their parents to meet teacher; following up any issues and agreed strategies.
  - Curriculum evenings.
  - Options evenings - producing options letters or offer letters (on enrolment and Results Days in August for GCSE and A Level)
  - Open evenings (including Sixth Form Open Evening)
- **Monitoring the progress of students and supporting the Year Progress Leader and Senior Progress Leaders in the action to address underachievement**
  - Producing and distributing reports including Attendance and Attainment data as required on a daily, weekly or half termly basis as required.
  - Using the school analysis of data windows, identify students underachieving or declining performance, and initiating reports on behaviour, effort and outcomes
  - Managing support and challenge for individuals and liaising with teachers and other support staff to deliver a programme of support for the individual student
  - Designing and implementing personalised ways of monitoring progress, using learning mentor skills.
  - Contribute to maintaining and analysing records of pupils' progress.

- **Participating in checks of uniform / dress code (Sixth Form), planners etc. and taking remedial action as required**
  - Organising the checks of uniform, planners etc.
  - Devising and using tools to record checks and feedback to students, teachers and the Leadership Team.
  - Taking remedial action.
- **Being the first point of contact during the working day for students and parents**
  - Updating timetables for students.
  - Receiving information, making decisions on how to communicate this with other staff, deciding on the 'escalation' to senior staff.
  - Keeping parents informed about their child's welfare.
  - Deciding on how to respond to a student.
  - Making appointments on behalf of the Year Progress Leader and Senior Progress Leaders.
- **Providing administrative support to the Year Progress Leader and Senior Progress Leaders**
  - Running reports to support parental meetings, interventions etc. – behaviour, attendance, punctuality, effort and attainment.
  - Recording student incidents and interventions on SIMS.
  - Distributing Data Windows reports for ARD days, parents evenings.
  - Running the daily 8/9 and late detention reports for after school detention.
  - Allocating rewards to students for Independent Learning and classroom points.
  - Recording student rewards.

### **Leading, managing and developing a cohort of pupils taking responsibility for pupil development across the curriculum**

The outcomes that are associated with this element are to lead the service so that pupils will:

- ◆ Attend school regularly and punctually.
- ◆ Actively participate in learning.
- ◆ Actively participate in extra-curricular activities.
- ◆ Produce work and assignments in response to curriculum demands (including homework)
- ◆ Be safe and happy at school.
- ◆ Conform to the school's uniform and behaviour policy.

### **Impacting on educational progress of pupils in the Year:**

The outcomes that are associated with this element are to work as part of a team so that pupils will:

- ◆ Actively participate in extra-curricular activities.
- ◆ Achieve high standards in public examinations.
- ◆ Progress to the next stage of their education with confidence and enthusiasm.
- ◆ Show sustained improvement across their subjects.
- ◆ Make informed choices about their future studies.
- ◆ Understand how to improve their studies.
- ◆ Know their academic targets.
- ◆ Be well prepared for any tests and examinations.
- ◆ Be enthusiastic about school.
- ◆ Contribute to the maintenance of a purposeful working environment.

### **Working as a Team**

The outcomes that are associated with this element are to work as part of a team to ensure that the parents and carers of pupils:

- ◆ Are well informed about their child's achievements at school.
- ◆ Are well informed about their child's targets for improvement.
- ◆ Know the expectations made of their child in relation to their studies, their attendance, behaviour and conduct at school.
- ◆ Know how they can support or assist their child's progress at school.

### **Work as a team of student managers to ensure there is consistency of practice**

- ◆ Attend, participate in and by rotation, clerk Student Manager meetings.
- ◆ Attend and participate in staff meetings.
- ◆ Attend and participate in parents evenings.

### **Monitoring and accountability**

The tasks that are associated with this element are to:

- ◆ Provide information and analysis for the Headteacher and other senior managers so that they can understand the issues affecting the progress of individuals or groups in each the year group.
- ◆ Monitor, evaluate and review the impact of interventions and resources for the cohort.
- ◆ Respond to other staff and agencies who require up to date information about the pupils presented in a concise and accurate manner.

**And any other duties as required by the Headteacher.**

**This job description is not exhaustive as the Student Manager is required to do all that is reasonably required as part of the team that leads and manages the Year Group.**

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.
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