

**Job Description:**      **Student Services Leader**

**Responsible to:**      **Headteacher, Deputy Headteacher and Assistant Headteacher**

**Salary Range:**      **Grade 6; points 21 – 25**

This role is central in assisting the development and establishment of the Academy's high quality effectiveness of care, guidance and support. The Student Services Leader will have a significant role in developing the Academy's ethos of respect, inclusion, trust and cooperation.

**The main aspects of this role relate to:**

- The extent to which students feel safe
- Students' behaviour and attendance
- The extent to which students adopt healthy lifestyles
- The extent to which students contribute to the school and wider community
- The extent to which students develop workplace and other skills that will contribute to their future economic well-being
- Developing community cohesion
- The extent of students' spiritual, moral, social and cultural development
- The collection and use of data to improve outcomes for students
- Family Liaison

**The Student Services Leader will:**

- Provide a point of personal contact with all students and an appropriate relationship with them for students to be able to progress socially, emotionally and academically
- Provide a point of personal contact with parents /carers to hear their view of their child's progress and concerns
- Provide colleagues with relevant knowledge of students and their families so that their teaching efforts can be adapted for greater success
- Offer students unconditional acceptance, trust and respect
- Establish good professional relationships with all students
- Support improvement in attendance, behaviour and punctuality
- Encourage students to take part in extra-curricular activities
- Work directly with individual students and their families
- Diffuse tension and deal with student crisis
- Signpost to Early Help and external agencies

- Support and be involved in TEMA hub local offer e.g. 'Dads and lads, Parenting Your Teen etc.'
- Attend CP reviews, case conferences and SEN meetings where appropriate
- Support parent/carer involvement within extended schools brief
- Ensure appropriate administrative records are completed and in order in liaison with your Line Manager
- Ensure Multi-agency student services and the promise of the right support & challenge at the right time
- Support and encourage the reward system, encourage achievement and active contribution to Academy life
- Undertake any reasonable duties as requested by the Headteacher

## **General**

- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the Academy
- Co-operate with and support the Academy on all issues associated with Equality Policies and Procedures
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the Academy on all issues associated with Health, Safety and Welfare
- Promote and implement equality and diversity
- Comply with legislation and adhere to The East Manchester Academy's policies and procedures
- Contribute to the fulfilment of The East Manchester Academy's vision, ethos and strategic plan
- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons
- To undertake such duties as may be considered appropriate in line with the needs of the Academy
- Assist with the organisation and supervision of trips and visits

## **Continuing Professional Development - Personal**

- Actively pursue own personal development and take full advantage of training provided
- In conjunction with your Line Manager, take responsibility for personal professional development, keeping up to date with research and developments related to the efficient running of the Academy building, which may lead to improvements in the day-to-day running
- Maintain a professional portfolio of evidence to support the appraisal process – evaluating and improving own practice
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the Academy

## **Safeguarding**

The East Manchester Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Our commitment to robust Recruitment Selection Induction procedures extends to organisations and services linked to the Academy on its behalf. The successful applicant will be required to undertake an Enhanced Disclosure for a Regulated Activity via the Disclosure and Barring Service.

## Person Specification

### Student Services Leader – Grade 6

#### **Knowledge & Experience**

- Experience of working with children between 11 and 16 years old
- Experience of working with children who have complex needs
- Numeracy/literacy skills (at a level equivalent to NQF Level 2)
- Ability to relate well to children and adults
- Clear communicator, both orally and written
- Highly ICT literate. Able to support children using on line learning packages
- The ability to work as part of a team and to direct support
- The ability to coordinate the planning, managing and evaluation of student interventions
- Ability to use relevant technology e.g. SIMS
- Full working knowledge and understanding of barriers to learning, including behaviour management strategies
- Ability to plan effective actions for students at risk of underachieving
- Experience of working with outside agencies, for example Children's Services, the Police
- Full understanding of the range of support services/providers
- Willingness to undertake first aid training as appropriate
- Experience of supporting children and/or young people during off-site activities

#### **Personal Style and Behaviour**

- An absolute commitment to wanting the best for children and young people
- Tact, discretion and diplomacy in all interpersonal relationships with the public, students and colleagues at work
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges that may involve working beyond prescribed hours on occasion
- A sense of humour when under pressure
- The ability to act as a role model to students, in terms of professional dress and manner
- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students
- Personal commitment to continuous self-development
- A commitment to school improvement
- Be willing to consent to and apply for an enhanced disclosure check

In your application please give details of your experience, with examples if possible, to show that you meet the person specification of the post

***This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.***