



# The Armthorpe School

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## A Specialist School in The Arts and Sport

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### JOB DESCRIPTION

<b>Post Title:</b>	Student Welfare Manager (Associate Staff)
<b>Grade:</b>	Grade 6 SCP 17-21 35 hours per week, Term time only + 10 days.
<b>Line Manager:</b>	Assistant Headteacher (Inclusion and Student Welfare)
<b>Directed/Supervised by:</b>	Heads of Year / Assistant Headteacher (Inclusion and Student Welfare)

The Student Welfare Manager (Associate Staff) will assist with, or carry out, the tasks, roles and responsibilities listed below in a manner in keeping with the overall ethos, values and aims of the School.

You will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. (CRB checks are compulsory)

#### 1. PURPOSE OF THE POST

1.1 The primary purpose of the Student Welfare Manager is to complement the professional work of teachers by taking responsibility for students within specific year group(s) and working with them to ensure they are supported to achieve their potential. Together with teaching staff, the Student Welfare Manager will also have a key role to play in the management of the whole school and in the promotion of an environment conducive to teaching and learning through the promotion and practice of a firm, fair, reasonable and consistent approach to behaviour for learning.

1.2 The Student Welfare Manager will work as part of the Student Welfare team and will work under the direction of Heads of Year and the Assistant Headteacher (Inclusion / Student Welfare).

#### 2. SPECIFIC TASKS, ROLE AND RESPONSIBILITIES

##### Student Attendance

The Student Welfare Manager will :

- collate and produce statistics for all school and LA meetings relating to students in specific year(s);
- meet with the Educational Welfare Officer to decide future actions on individual pupils;
- follow up missing attendance marks with input from the Educational Welfare Officer and Attendance Officer;
- identify patterns / anomalies, and help to decide and carry out strategies for managing attendance;
- deal with attendance letters, including holiday applications, with input from the Attendance Officer/Educational Welfare Officer;
- Continually review the attendance management system, recommending and implementing changes as appropriate;
- develop knowledge of literature and strategies relating to good practice in attendance;
- provide one-to-one work with pupils on attendance;
- identify and award commendations relating to attendance;
- establish constructive parental contact concerning attendance.

## **Student Punctuality**

The Student Welfare Manager will :

- monitor punctuality;
- deal with punctuality letters with input from the Educational Welfare Officer;
- develop knowledge of literature and strategies relating to good practice in punctuality;
- establish constructive parental contact concerning punctuality.

## **Student Behaviour**

The Student Welfare Manager will :

- support Heads of Year in undertaking investigations and deciding on further actions to be taken;
- monitor and act upon referral sheets relating to student behaviour, positive and negative;
- ensure referral sheets, detentions, commendations, and any other relevant information are processed;
- collect and produce data concerning incidents and conduct, positive and negative;
- investigate issues arising from referral sheets;
- proactively work with Heads of Department and classroom teachers to ensure consistent and effective implementation of student behaviour policy.

## **Relations with Parents and Community**

The Student Welfare Manager will :

- establish a partnership with parents / carers to involve them in their child's learning as well as providing information about attainment, progress and targets across the curriculum;
- develop effective links with the local community in the interests of their own cohort, enhance and develop the students' wider understanding of a range of social and citizenship issues;
- communicate effectively, orally and in writing, with parents, governors, external agencies and the wider community, including business and industry.
- promote successes of students via rewards, assemblies the school magazine and website, governors' awards.

## **Uniform**

The Student Welfare Manager will :

- monitor and ensure student compliance with school uniform expectations;
- establish parental contact concerning uniform as necessary;

## **Exam Invigilation / Supervision of classes**

The Student Welfare Manager will :

- invigilate examinations / supervise classes, as and when required.

## **Other**

The Student Welfare Manager will :

- assist the Senior Leadership Team with lunch time supervision of students;
- carry out break duties;
- assist with assemblies;
- play a role in the school's Active Patrol and Supervision arrangements;
- actively promote school values;
- lead / support student voice activities;
- carry out routine administrative tasks as required by the Assistant Headteacher (Inclusion / Student Welfare);
- distribute information;
- maintain registers for the year group;
- organise parents' evenings and other presentation evenings linked to the year;
- manage and assist with the production and issue of reports to parents.

### **3. GENERAL**

The Student Welfare Manager will :

- undertake training as required;
- be familiar and comply with all relevant Safeguarding, Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures;
- identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets;
- ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour;
- undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

This job description will be kept under review and may be amended via consultation with the individual as required.

June 2010