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| JOB PROFILE Laurence Jackson School |
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| **Post: Student Welfare Managers** **Grade:** D **Responsible to: Year Leaders****Hours:** 25 hours term time only + 5 days (temporary)**Working Times: 8 am – 1.15 pm** |
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| **Job Purpose**: To provide high quality support for students, securing the highest standards of behavior and attendance. Monitor, evaluate and review behavior and attendance. Take action with individuals to secure improvement. |
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| **Principal Responsibilities:*** Deal with incidents of behaviour out of lessons and taking control of placing students in Remove/Inclusion.
* Monitoring and evaluating behaviour and attendance of specific year group
* Communicate with staff, students and parents/carers.
* To provide high standards of behaviour through own role model and actions to be ‘first contact’ with incidents relating to behaviour out of lessons for specific year group
* Investigate and, where possible, resolve incidents/issues using school procedures.
* Liaise with Year Leader or Director of KS3/4 on appropriate action.
* Communicate and liaise with relevant staff, parents/carers over incidents/issues and ensure records of incidents are maintained
* To be ‘on-call’ during the day to responds to incidents.
* To inform YL & FT of issues/incidents that will affect students’ learning and progress.
* Update files on individual students.
* Monitor and evaluate behaviour and to consult with other staff on developing strategies to improve student behaviour.
* Attend relevant meetings as necessary – Year meetings, Behaviour Panel meetings, Pastoral Support Programme meetings, Multi Agency meetings, Attendance Case Conferences and Education Welfare Officer meetings, parents and relevant outside agencies. Provide documentation as necessary
* Follow whole school B4L and other relevant policies.
* Liaise with PCSO’s and Police.
* Mentoring/guidance/arbitration with and among students.
* Issuing and monitoring consequences.
* Produce detailed chronologies for specific students, including CAFF referrals.
* To promote high levels of attendance – in an identified Key Stage.
* To monitor, evaluate, review and take appropriate action on student attendance.
* To liaise with Local Authority officers on students causing concern.
* To analyse patterns of attendance and share findings with YL, FT and KS3/4 co-ordinators.
* Liaise and communicate with Faculty Leaders, Department Leaders and Strategic Leaders where Teaching and Learning is impacting on the behaviour of individuals/groups.
* Support Faculty Departments with individual students.
* Take responsibility for professional development and training and undertake any training which will be required to meet any future changes in legislation, which will enhance/support the role.
* To be a positive presence for students at lunchtime, break etc.
* To participate in the School’s Performance Management framework.
* Contribute towards the Improvement Plan (Ofsted Action Plan) in regard to reducing bullying in partnership with SLT.
* Carry out duties with due regard to the Equal Opportunities and Racial Equality Policies, to ensure that students and colleagues are treated in a fair and consistent manner.
* Undertake such duties, commensurate with the grade of the post and/or hours of work, as may reasonably be required at lunchtime, break and after school.
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| **General:**To undertake any other duties as required by the Headteacher, commensurate with the level Redcar & Cleveland Job Evaluation Profile CodeTo participate in annual performance review and undertake CPD relevant to the post as required.**Health and Safety and Safeguarding**Adheres to the School H&S and Safeguarding policies |