|  |
| --- |
| JOB PROFILE Laurence Jackson School |
|  |
| **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** |
|  |
| **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. |
|  |
| **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. |
| **General:**  To undertake any other duties as required by the Headteacher, commensurate with the level  Redcar & Cleveland Job Evaluation Profile Code  To 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 |