

Student Manager-Inclusion

Normal working hours will be 8.00 until 16.30 with a 30-minute unpaid for lunch, but a willingness to be flexible is essential, term time (33.8 weeks) plus two additional weeks over the school holidays, this equates to 35.8 weeks per year.

The role will be paid on scale point SSG8.1 (£32,320.80) this equates to £25,730.59.

Job Purpose

The Student Manager-Inclusion is responsible to the Head via the Deputy Head Pastoral to support the achievement of all students within years 7-11. You will work in close liaison with the SENCo and Pastoral Team to ensure high standards of engagement and pastoral care within the year groups. This role is crucial to ensuring that all students are able to enjoy high quality teaching experiences and feel included in the school community. You will also play a vital role in ensuring that there is a culture of respectful relationships in the school.

You will undertake tasks as delegated by the Deputy Head Pastoral to promote student motivation, attendance, punctuality and positive behaviour for learning including through close liaison with parents.

Key responsibilities:

- Effectively support Teachers, Tutors and the Deputy Head Pastoral in providing excellent care and guidance for students at Kent College.
- Be a key point of contact for pupils, staff, and parents. Communicate with parents about specific interventions / support in place for pupils.
- Contribute to the pastoral support and guidance of students.
- To lead on EDI and collaborate with the Deputy Head Pastoral.
- In collaboration with the SENCo identify and work with vulnerable students across the year groups. This will involve delivering small group and mentoring sessions for students identified as requiring additional support.
- Facilitate solutions for students with barriers to learning or attendance e.g. peer/family conflict, low self-esteem, family illness, carer role, physical/mental health. This is to be done with the direction of the Deputy Head Pastoral.
- Running a lunchtime club for vulnerable students in the year group.
- Work with tutors, the SENCo and Deputy Head Pastoral and Deputy Head Academic in monitoring the academic progress of students.
- Work in collaboration with Student Managers.

- Work with teachers, HOD's, Deputy Head Pastoral and Deputy Head Academic in implementing effective intervention and support strategies in relation to the pupils' pastoral care and academic achievement.
- Attend meetings regarding the welfare and academic progress of the students, and liaise with the Medical Centre and Learning Support staff and any appropriate external agencies regarding student concerns.
- Liaise with teaching and support staff to resolve social and emotional barriers to learning and communicate actions to Form Tutors and other relevant staff e.g. subject staff and pastoral staff.
- To attend all major school occasions such as Open Days, Carol Service, Birthday Lecture, Speech Day, etc.

This is not an exhaustive list and will vary as the school's requirements change.

General

- To support the ethos, aims and objectives, reputation and good name of Kent College;
- To be in sympathy with the school's Christian foundation.
- To attend Parents and Progress Meetings and to attend Study Support, Staff Meetings, In-service Training and major school occasions where appropriate;
- To carry out an appropriate share of supervisory duties in accordance with published schedules, including an occasional weekend day boarders' activity duty and prep duty;
- To attend school on certain Saturdays during the year, for example: Forest Explorers Day in October and Recruitment & Transition Events that may also fall on Saturdays all staff attend.
- To follow safe practice in all areas of school life;
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be amended at any time after consultation with you.

Student Manager's Signature:	Head's Signature
Date:	Date: