



Excelsior Academy

Pupil Welfare and Development Manager
Full Time school term Time Plus 4 weeks, 5 weeks or 6 weeks.
Salary Pro Rata of the Annual salary of £30 000

Role Description

The Pupil Welfare and Development Manager is responsible for supporting The School Principal in the strategic development of the school within the Academy as well as ensuring its successful day to day operation, organisation and management. S/he will be a member of the Strategic Leadership Team of the School.

The Pupil Welfare and Development Manager is responsible for working closely with the School Principal to lead manage and monitor the personal support offered to all pupils, to remove social and emotional barriers to learning and to ensure their personal, social and emotional development in order to maximise standards of achievement and attainment in all aspects of school life. This will include support for pupils of all abilities including those with Special educational Needs as well as those who are Gifted and talented

The Pupil Welfare and Development Manager is responsible for providing high quality support to pupils her/himself as well as ensuring that high quality support is offered by all team members. S/he is also be responsible for offering high quality support /liaison with parents and carers her/himself and for ensuring that high quality support/ liaison is offered by all team members

As a member of the Strategic Leadership Team of a School within The Academy s/he is responsible for identifying the training and development needs of staff with regards to Pupil Welfare and Development and for working with appropriate staff/agencies to deliver support and training.

S/he manages the work of a team of pupil support workers and co-ordinate referrals to and the work undertaken by external agencies, including evaluating impact. S/he works co-operatively with the school's Standards Manager.

Pupil Welfare and Development Managers are members of the Academy's Strategic Development Board –Welfare and Development

Responsibilities (working within a school)

- Provide high profile leadership and management to ensure the day to day operation of the school.
- Provide high quality support to pupils on a one to one as well as target group basis both through your own contact with pupils and through managing the quality of the services and support of others as identified by your School Principal and/or the Executive Principal.

- Provide high quality support to parents/ carers both through your own contact and through managing the quality of the services and support of others as identified by your School Principal and / or the Executive Principal.
- Work with the School Principal to produce and deliver the school's development plan and SEF within the framework of The Academy.
- Work with the School Principal to develop deliver and monitor the application of all school and Academy policies with specific reference to those relevant to Pupil Welfare and Development including attendance and behaviour.
- Support the School Principal in leading, promoting, managing and monitoring the specialist focus of the school and the Academy wide specialism of Business and Enterprise.
- Lead and manage the school's strategy for pupil welfare and development.
- Lead, manage and monitor the quality of pupil welfare and development support and its effectiveness and impact on standards.
- Identifying and responding as appropriate to the training and development needs of staff with regards to pupil welfare and development
- Implement the school's strategy for pupil tracking and intervention with regards to support for welfare and development
- Maintain an overview of the support that all pupils are offered.
- Review and evaluate the quality of support that pupils are offered.
- Manage support and monitor the work of a team (school based and external agencies) to ensure that effective support is in place to support the needs of pupils.
- Contribute as appropriate to the school's processes for assessment recording and reporting.
- Work closely with the school's Standards Manager to monitor the quality of every pupil's one to one mentor/ coach/ progress review experience.
- Support the School Principal in the Performance Management of staff within the school.
- Work closely and co operatively with the school's Standards Manager to ensure that pupils needs are identified and met.
- Liase with parents/ carers to maximise the support and resources available to all pupils
- Liase where appropriate with external agencies and the wider community to maximise the support and resources available to all pupils

P. M. Marshall
Executive Principal
June 2010



Excelsior Academy

Person Specification Pupil Welfare and Development Manager

Essential

- A commitment to raising standards for all young people at Excelsior Academy
- Experience of working successfully with young people between the ages of 11- 16.
- Experience of working successfully as a team member.
- Experience of successfully managing and monitoring the work of others.
- Experience of identifying needs and targeting intervention.
- Experience of a team approach to problem solving
- Proven ability to motivate young people of all abilities.
- Proven ability to manage young people of all abilities.
- Proven ability to communicate effectively with adults and young people including through written and verbal communication.
- Ability to work sympathetically yet purposefully with challenging young people
- Ability to work sympathetically yet purposefully with challenging adults.
- Ability to take the initiative
- Ability to effectively deploy resources
- Ability to use basic ICT (word processing, spreadsheet, data input, INTERNET)
- An excellent team member

Desirable

- Experience of working with young people in schools or similar setting
- Experience of working with parents/ carers to support the needs of young people.

All offers of employment will be conditional on a satisfactory Criminal Record Bureau (CRB) check which will be conducted by The Academy through its appointed CRB Umbrella Body.

All applicants must give details of two referees one of whom must be their current or most recent employer.

All offers of employment will be conditional on The Academy securing two satisfactory references, one of which must be from the candidate's current or most recent employer.