

Job Description

Date: January 2018

Post: Personalised Learning Centre Manager (SENCO qualified or prepared to train)

Range: MPS 1 – 6/UPR (TLR 1B)

Responsible to: Principal/VP Inclusion

**Key Corporate Accountability**

To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc., the School’s Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Principal, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve school improvement plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

To actively support all school policies and strategic objectives.

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Ortu Gable Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment.

**Job Purpose**

The key task of the PLC Manager is to ensure that pupils who are in need of intensive intervention and support via a bespoke curriculum are effectively and efficiently managed to succeed within the Ortu Federation (located at Ortu Gable Hall School).

The range of responsibilities delegated to the PLC Manager with regard to provision, co-ordination and accountability are outlined below.

It is expected that all legal and statutory requirements are met for students with exceptional need.

**Principal Duties and Responsibilities:**

**Strategic direction of PLC provision:**

* To design and implement a curriculum which ensures all students are successfully and fully included
* Ensure effective systems of communication, including feedback about pupils’ learning to inform future planning
* Ensure that the objectives of the PLC are reflected in the school improvement plan
* Liaise with and coordinate the contribution of external agencies and parents
* Up to date knowledge of National and Local initiatives which may impact upon the development of pupils in their charge.

**Progress and Achievement of Pupils:**

* To be accountable for the success at KS3 and KS4 of the students within in the centre
* To monitor the progress, achievements and welfare of pupils in the PLC, liaising with LSA’s, outside providers and parents when appropriate
* To liaise with subject departments, feeder schools and external agencies such as Exam Boards, EWO, EP and Alternative Education providers such that pastoral support plans enable tangible success with the Ortu Fedration.
* To co-ordinate the application for and of special arrangements in external examinations in conjuction with the Examinations Officer as applies

**Teaching and Learning:**

* Teach as directed by the Principal via VP Inclusion
* Influencing the whole Teaching and Learning Policy to promote aspects of inclusive teaching
* Leading INSET
* Teaching an allocated timetable
* Providing opportunities for observation of colleagues/visits to other schools in order to share best practice
* Collect and interpret specialist assessment data gathered on pupils and use to inform practice
* Work with pupils, to ensure realistic expectations of behaviour and achievement is set for pupils in the PLC
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
* Overseeing and monitoring the quality of Learning Support Plans, pastoral support plans and maintaining detailed information for subsequent meetings with parents
* Develop systems for colleagues to monitor and record progress made by pupils in the PLC towards the achievement of targets set in Learning Support and pastoral support plans
* Review Learning Support Plan termly with parents, students and teachers and agree and communicate new targets
* Supporting the Principal in meeting statutory responsibilities for SEND, EHCPs and their Annual Review where applicable
* Lead the Annual Review meetings for pupils in the centre with the EHCP

**Leadership and Management:**

* Be a champion for inclusion
* To lead the team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the PLC
* To promote an atmosphere of continuing professional development and to share good practice with colleagues
* To contribute to the school’s development plan
* To manage effectively all staff connected with the Centre
* Advise the Principal and Vice Principal on all staffing matters within the centre
* To appraise all centre colleagues on an annual basis
* Encourage all staff to recognise and fulfil their statutory responsibilities to wards pupils in the centre
* Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system
* Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals
* Provide regular information to the Principal and governing body on the evaluation of the effectiveness of provision for pupils in the PLC to inform decision-making and policy review

**Efficient and effective development of staff and resource**

* Draw up the annual department budget and annual Departmental Development Plan
* Provide advice to the Principal/SLT relating to resource requirements, the deploying of staff and timetabling in relation to the PLC
* Maintain existing resources and explore opportunities to develop or incorporate new resources

**To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures/rules that apply to this role.**

These duties will be varied at the discretion of the Principal/Chief Executive Officer to meet the changing needs of the School/Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Signed …………………………………………………………………….. Date ………………………………