

JOB DESCRIPTION: PERSONAL DEVELOPMENT ASSISTANT

Section: Inclusion

Responsible to: Personal Development Manager

PURPOSE OF THE POST:

To be responsible to the Personal Development Manager for the management of an efficient and effective Personal Development system, providing a confidential, administrative, pastoral and community liaison function and to support students in the modification of their behaviour. To promote the Academy ethos and supporting students to engage positively in school life and achieve their target grades.

DUTIES AND RESPONSIBILITIES:

- 1 To assist in developing and implementing the vision for Inclusion, and Behaviour Management in the Academy.
- 2 To assist with the day-to-day management of the "on-call" system, isolation room and detention system.
- 3 To assist in the maintenance of a high profile around the Academy to actively ensure that appropriate student behaviour is maintained.
- 4 To assist in the delivery of Academy programmes to help support students in modifying their behaviour, either in small groups or one-to-one.
- 5 As directed by line manager/SLT to work alongside students in classrooms to help support them improve their behaviour.
- 6 To liaise with Achievement Co-ordinators, SENCO and Heads of Faculty regarding patterns of student behaviour.
- 7 To work closely with the Senior Team, Achievement Co-ordinators and Heads of Faculties to reduce "fixed-term" exclusions.
- 8 To liaise with parents/carers in relation to the Personal Development system.
- 9 To assist in the conduct of investigations, as requested, into breaches of the Academy's Discipline Code by students.
- 10 To contact parents/carers as appropriate as a result of investigations regarding threats, violence, bullying and update the Academy systems accordingly.
- 11 To liaise with the multi-agency team and to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 12 To encourage high levels of expectations in students.
- 13 To assist in the creation and publication of the daily detention register.
- 14 To attend morning briefing sessions with the pastoral team and exchange information about students.
- 15 To assist in the co-ordination of the issue of praise stamp letters to parents.
- 16 To maintain stock for the PD office.
- 17 To assist in the analysis of student data to inform further support for students.
- 18 To pass information regarding possible tensions within Academy to line-manager.
- 19 To monitor the "one-way system" in corridors daily.
- 20 To referee appeals made by students regarding C3s and liaise with staff as appropriate.

- 21 To monitor student behaviour at break and lunchtime as required around Academy.
- 22 To provide input to the Vice Principal (Inclusion), SLT, PD Manager and other PD Assistants to identify strengths and weaknesses of the implementation of Behaviour for Learning.

The Community

- 1 To ensure effective dialogue with parents in accordance with Academy policies.
- 2 To maintain a dialogue with support services, advisory staff and the communities that serve the Academy as related to behaviour management.
- 3 To support the Academy in promoting positive relationships within the community.

Health, Welfare & First Aid

- 1 To liaise with the Pastoral Secretary in relation to all matters relating to the health of students.
- 2 To liaise with the Wellbeing Centre Manager on all matters relating to welfare.

Extra-Curricular Activities

- 1 To promote the provision of extra-curricular activities for students.

Miscellaneous

- 1 To provide break relief and absence support to other administration functions as required by the Administration Manager.
- 2 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health & Safety policy.
- 3 To undertake any other duties as may reasonably be required by the Principal.
- 4 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 5 To work as a member of a designated safeguarding team and contribute positive to effective working relations within the Academy by attending all appropriate meetings.
- 6 To engage actively in the Performance Management Review process.
- 7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

NOTES:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the MAT/Academy at the reasonable discretion of the Executive Principal/Principal.

May 2019