

**JOB DESCRIPTION**

**POST:**  PLC Manager

**SALARY:** G (FTE £25,991 - £28,672) Salary will be subject to pro rata

**WORKING HOURS:** 37 hours per week

**WORKING WEEKS:** 38 weeks (TTO + 2 days)

**RESPONSIBLE TO:** Vice Principal

**REQUIRED:** September 2021

**CLOSING DATE:** 09:00 Wednesday 22nd September 2021

**INTERVIEWS:** w/c 27th September 2021

To work as part of the Personalised Learning Support team to promote the Learning and Welfare of vulnerable students and to manage the PLC Centre.

**Main Duties and Responsibilities:**

* Identify and keep records of cohorts of students for the alternative curriculum by liaising with the relevant Learning Managers.
* Deliver alternative courses relevant to cohorts of students to provide them with relevant qualifications;
* Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
* Liaise with parents to improve students’ behaviour, self-esteem, achievement, attainment and aspirations.
* Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
* To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management.
* Contribute to the comprehensive assessment of children and young people entering educational establishments and the review of their progress and achievements.
* Working collaboratively with specialist support services and academy staff.
* To support the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business-based programmes and specialist support services, for example the Social and Youth Services, the Education Welfare Service, the Probation and Youth Offending Services etc.
* To work collaboratively with local agencies to offer complementary programmes of support for youngsters in academy where applicable.
* Develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs.
* Develop SMART targets and activities to remove barriers to learning; Undertake testing to identify student needs/barriers e.g. Lucid, visual stress etc.
* To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education.
* Uphold and promote the values of the academy and support students to develop these values and behaviours within themselves. These values include Respect; Resilience; Leadership; Motivation; Self-control; Self-confidence.

**Additional Responsibilities:**

* Deal with any immediate problems or emergencies according to the academy’s policies and procedures.
* Respect confidential issues linked to home/students/teacher/academy work following the Trust’s Data Protection and Freedom of Information Policy.
* To comply with the academy’s Child Safeguarding Procedures, including regular liaison with the academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns.
* To comply with the academy policies and procedures at all times.
* Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy. The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external stakeholders.

Royds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Level 2 qualifications in English and Maths or equivalent |  |  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post |  |  |
| **Experience** |  |  |
| Experience of working in a school environment with young people with specific difficulties and vulnerabilities |  |  |
| Experience and knowledge of issues affecting students and young people and how to offer supportive assistance |  |  |
| **Skills** |  |  |
| Ability to effectively communicate with a wide range of audiences |  |  |
| Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence |  |  |
| Ability to respect and maintain confidentiality |  |  |
| Ability to use standard ICT packages including Microsoft Office |  |  |
| Time management and organisation skills |  |  |
| Ability to work with students and have a real interest in the issues faced by this age group |  |  |
| **Other** |  |  |
| Satisfactory DBS check |  |  |