

JOB DESCRIPTION

Job Title: Positive Impact Centre Programme Manager	Scale: SR7 (33 – 35)
Department: Positive Impact Centre (PIC)	Section: Support Staff
Terms of employment: Permanent	Hours: 37 hours per week, 40 weeks per year

JOB PURPOSE

To manage the Positive Impact Centre, a dedicated on site provision for students with additional wellbeing needs.

To work under the guidance of senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring support with mental health, wellbeing and behavioural issues. Our existing PIC provision includes SAIL, SEW, Anger Management, Self Esteem, BAG, GAG.

To oversee our counselling programme which consists of one full time school counsellor and up to four trainee counsellors.

To plan and deliver, working alongside heads of core subjects*, a twelve week programme of intervention to students in need of additional support. The goal being successful reintegration back into the main school to enable individuals to access the curriculum, succeed, achieve and learn. The programme manager will work alongside Directors of Year to monitor progress and liaise with parents.

*English, maths and science.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Vice Principal – Head of Key Stage 3.

MAIN DUTIES AND RESPONSIBILITIES

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

Support for Pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Provide feedback to pupils in relation to progress and achievement.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist (curricular/learning) skills/training/experience to support pupils.

Management of the PIC programme

- Develop and review programmes of intervention to provide support for students with mental health, wellbeing and behavioural issues.
- Oversee the counselling provision for students.
- Lead the team and line manage staff in the Positive Impact Centre. Complete performance management reviews, quality assurance activities and report to senior staff.
- Provide objective and accurate feedback and reports, as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

- Undertake programmes linked to local, and national learning strategies e.g. literacy, numeracy, KS3, personal development, early years, recording achievement and progress.
- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development (including first aid certificate) as required.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employer:

Name:

Signed:

Date:

Employee:

Name:

Signed:

Date:

PERSON SPECIFICATION

Job Title:	Programme Manager
Section:	Positive Impact Centre
Department:	Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Training	<ul style="list-style-type: none"> 3 GCSE A* - C equivalent including English, maths and science 	<ul style="list-style-type: none"> Degree and/or teaching qualification Education based qualification i.e. SENDCo/QTLS
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Experience of working with children in a school environment Ability to relate well to children and adults Knowledge of pupils with learning, mental health, wellbeing and behavioural difficulties Ability to communicate effectively both verbally and in writing Ability to self-evaluate learning needs and actively seek learning opportunities Can use ICT effectively 	<ul style="list-style-type: none"> Knowledge/experience of the key stage 3 curriculum in English, maths & science. Experience of planning and delivering support programmes for students with mental health, wellbeing and behavioural difficulties Experience of working closely with parents to support their children
Work related Personal Requirements	<ul style="list-style-type: none"> Good communication skills Ability to work as part of a team Willingness to participate in development and training opportunities Commitment to uphold the school/Council's Equalities Policy 	<ul style="list-style-type: none"> Experience managing staff Willingness to be flexible with working hours to respond to the school's needs
Other Work Requirements	<ul style="list-style-type: none"> Flexibility Self-motivation Resilience to working with challenging students 	