



Job Description

Job Title: Pupil Support Unit (PSU) Manager
Salary: Grade 6
Responsible to: Vice Principal – Student Services/Assistant Principal – Behaviour & Attitudes

Vision and purpose

To lead and manage the daily running of our pupil support unit and provision for internal intervention, ensuring students' attend school, are on time every day and are supported to ensure their behaviour is demonstrating they are ready to learn. You will take the lead in contacting parents/carers where children have been or who are absent from internal PSU, creating positive relationships and building trust between home and school. You will also be responsible for line managing the PSU Team.

As a highly visible member of staff, you will ensure students are ready to learn by creating a culture of high expectation where students know the values and expectations of behaviour. You will be the lead for record keeping and day to day logistics for the students within the PSU, supporting with targeted interventions, directing support staff, maintaining timetables and working with students and others so everyone can be successful.

Responsibilities

Undertake responsibilities, duties and work to include:

1. General Duties

- Highly visible, supportive and approachable.
- Undertake duties as outlined in responsibilities agreed each year.
- Monitor and support the overall progress and development of identified students.
- Line management of the PSU team to ensure that the academy intervention and sanctions process is robust and impactful.
- Daily line management of a team of support staff.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity and inclusion in all aspects of the academy.
- To promote actively the academy's policies.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the academy's Staff Code of Conduct.
- To actively engage in academy's CPD programme.
- To undertake any other duty as requested by the Principal in line with the level of the role.
- To attend meetings as appropriate – these will include academy staff, families and external agencies as appropriate.
- To lead team meetings and devise and lead on appropriate staff training
- To complete first aid training and support students with non-essential first aid issues. (e.g. Ice pack, plasters)
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

2. Specific Responsibilities

- To manage the learning and welfare of referred vulnerable students and those who experience barriers to learning that have been seen to have accessed previous school support.
- To work under the direction of the Vice Principal and Assistant Principal in supporting students.
- To build and develop relationships with staff and students at all levels.
- To manage and work as a gatekeeper for the PSU.
- Produce (and manage as appropriate) differentiated and targeted resources for individuals in our internal PSU including but not limited to, Learning to Learn, anger management, behaviour management, social skills, confidence & self-esteem, social skills, resilience, homework and organisation, revision skills and stress management.
- Manage the scheme of learning for students.
- Coordinate appropriate student groupings and deliver targeted lessons for groups of students accessing internal PSU.
- Formulate internal PSU timetable and individualised student timetables.
- To create, implement and monitor individual learning plans for Key Stage 4 teams
- Supervise all students attending internal PSU.
- Plan and implement relevant work experience provision
- To ensure student are supported to further develop literacy, numeracy, ICT, and study skills.
- Liaise with parents/carers as required.
- To provide regular feedback to pastoral and curriculum colleagues reporting on student progress.
- Oversee afterschool detention in line with whole school behaviour policy
- To oversee and support the transition of students back into lessons.
- To be the first port of call for all operational issues related to internal AP.

3. Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders/Persons.
- To ensure students are safe in terms of attendance and make calls/home visits as/when appropriate – liaising directly with the Senior Leader for Attendance & Engagement.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To always consider what is in the best interests of the child.
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.