**Job description**

**John Paul Centre Manager**

**All Saints’ Catholic Academy**

**Job purpose**

To lead and manage the John Paul Centre in terms of administration, student learning, co-ordination with external agencies and alternative provision. Providing a safe and secure environment in which students can fulfil their potential and progress.

Lead and manage centre staff including Student well-being co-ordinator, counsellor, family services staff and other outside agencies

The appointed person will be a designated safeguarding officer which includes working with staff, young people, the health family team, family services, CAMHS and early help team. Attending and leading professional meeting e.g. TAFs, EHAFs, (representing the school).

**Specific responsibilities**

**Oversee the day-today running of the JPC**

* Supervise the activities of individuals/groups of students to ensure their safety and facilitate their physical, emotional and educational development
* Develop, run and evaluate individual programmes of study to meet the needs of the individual student
* Use specialist skills to foster the intellectual and social development of students
* Monitor the needs of individual students, and in conjunction with teaching staff, develop appropriate strategies and measures to overcome any barriers to learning
* Co-ordinate the work of outside agencies to support the whole child
* Develop appropriate programmes of study e.g. anger management, improve self esteem
* Lead and supervise the work of an individual or team of Teachings Assistants and other support staff as required
* Work with the Assistant Head teacher (Behaviour and Attitudes) and Year Progress Leaders regarding programmes of study; mentoring activities; and other support ass required.
* Arrange counselling, select students and schedule appointments;
* Make referrals to CAMHS etc
* To be a Designated Safe guarder Lead (DSL) including working with looked after children and other highly vulnerable students
* Take a lead role in supporting students with mental health issues
* Ensuring the accurate data and records are kept regarding students in the JPC
* Refer students on to various agencies eg concerning behaviour pathway, health family team, family services, CAMHS etc
* Be the key point of call for staff relating to students in JPC
* Support and work with families of students in the JPC
* Complete risk assessments and observation
* Liaise with the pastoral team and SENCO

**Communication**

* Work with students on a daily basis
* Liaise with staff in school as well as outside agencies
* Liaise with parents/carers and other stakeholders
* Prepare regular reports for senior leadership team/governors

**Child protection (Safeguarding training will be provided)**

* Designated Safeguarding Lead
* Attend training as required
* Liaising with the Senior DSL
* Responding to student’s need
* Liaising with parents/carers as required
* Attending meetings with outside agencies as required
* Representing the school at formal CIM, TAF, EHAF meetings

**Classroom support**

* Ensure that work is set for students working in the JPC
* Ensure that the work is suitable for the needs of individual students and that it is challenging and appropriate
* Ensure that work is returned to teachers for marking/assessment
* Liaise with outside providers for students who are ‘educated off-site’, including tracking progress and attendance

**First Aid (training will be provided)**

* Assist with pupil first aid e.g. looking after unwell students, liaising with parents/carers, accompanying trips as appropriate etc

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*