

## **JOB DESCRIPTION**

### **ACHIEVEMENT SUPPORT CENTRE MANAGER**

Name:

Scale: 3D

Responsible to: Assistant Headteacher (Achievement and Inclusion)

**Job Purpose** To manage the day to day running of the Achievement Support Centre (ASC) to provide support for students withdrawn from mainstream lessons

#### **Main Duties and Responsibilities:**

1. To be responsible for the effective running of the ASC facility.
2. To provide learning support for students on referral to the ASC from mainstream lessons.
3. To liaise and plan with Heads of Department, teachers and SEN Co-ordinator to ensure that an appropriate curriculum is available for students on referral to the ASC.
4. To liaise with Heads of Department over course requirements for KS3 and KS4 across the curriculum and to ensure that appropriate learning resources are available to students on referral to the ASC.
5. To develop and maintain communication links with tutors, Heads of Year, Heads of Department, SEN and the Leadership Group.
6. To maintain a database of referrals to the ASC and provide a weekly analysis to the Leadership Group and an in depth analysis termly.
7. To establish and maintain appropriate behaviour and discipline standards in the ASC.
8. To facilitate a programme of personal development skills for students including 'Managing Yourself', 'Anger Management' and 'Feeling Safe and Standing Strong' workshops.
9. To co-ordinate the provision of work for all excluded students.
10. In conjunction with the Achievement and Inclusion team and Heads of Year, plan appropriate reintegration programmes for students on return to school from exclusion or long term illness as a result of medical problems.
11. In conjunction with Heads of Department, to organise and support with exam work for identified students.
12. Contribute to the school's general ISO (Individual Study Support) work for identified students.
13. To undertake a range of administrative tasks as directed including maintaining child protection files/records.
14. To practice and promote fair and equal treatment of staff and students throughout the course of performing all duties within the job description.
15. To undertake duties of a similar level and responsibility as may be required from time to time.