



Job title: ASPIRE Centre Manager

Salary:	Grade 6 - £24,020 - £27,712 (Actual Salary)
Hours:	37 hours per week, Term Time (39 weeks) Monday – Thursday 8.30am - 4.30pm and Friday 8.30am - 4pm
Contract type:	Permanent
Reporting to:	Assistant Headteacher responsible for pastoral care
Responsible for:	

Main purpose

The ASPIRE Centre Manager, under the direction of the Assistant Headteacher responsible for pastoral care, will:

- Support our most vulnerable and at-risk students by assessing their barriers to learning and providing an alternative space and curriculum.
- Be able to devise strategies that have a clear impact on students' progress and ability to access their education.
- Have a determination for continuous improvement and social justice
- Contribute to strategy and leadership across the pastoral team supporting the aims and values of our pastoral offer
- Be passionate about supporting vulnerable young people to ensure they reach their full potential and improve their life chances.

Duties and responsibilities

- Manage the onsite ASPIRE centre, a small, detached classroom base for students who are struggling in the main school setting. The role would be student facing, delivering some aspects of the curriculum and leading a team of mentors.
- Have oversight of the Shire Oak ASPIRE interventions programme.
- Assess the needs of students who receive ASPIRE referrals and plan an appropriate programme of intervention.
- Plan and oversee appropriate intervention timetables for the ASPIRE mentors and associate heads of year.

Leadership

Under the direction of the Assistant Headteacher:

- Coach and manage the ASPIRE mentors, ensuring quality interventions are being delivered.
- Assess the needs of students who receive ASPIRE referrals and plan an appropriate programme of intervention.
- Plan and oversee appropriate intervention timetables for the ASPIRE mentors and associate heads of year.
- Utilise the school-based systems and agencies already existing within the school, including the phase leaders, heads of year, associate heads of year and mentors.



- Communicate with the wider school about students and their needs, influencing the practice of other staff and providing support and training of how to work with the students in the wider school.
- Manage the ASPIRE Centre daily - both the RESET room and ASPIRE room.
- Deliver interventions as required within the ASPIRE centre timetable.
- Link with external agencies to review the quality of their provision, attendance and engagement.

Other responsibilities

The ASPIRE Centre Leader will be required to safeguard and promote the welfare of children and young people and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the ASPIRE Centre Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Person specification (this is a guide and is not expected that any one candidate will necessarily fulfil all of the list points)

Criteria	Qualities
Qualifications	• GCSE English and Maths, Grade A*- C (or Equivalent)
Knowledge and Understanding	• Well informed about current developments and initiatives in education, especially in relation to inclusion. • Understanding of the use of data to monitor student behaviour. • Know how to monitor and intervene to ensure progress • Understanding of barriers to learning, ways of motivating people and strategies to address barriers to learning. • To prioritise workloads and work under pressure
Experience	• Working with young people aged 11-19 years old either in education, youth work, social work or the voluntary sector. • Experience of working co-operatively, creatively and flexibly. • Experience of working with young people and/or adults in a supportive and advisory capacity • Experience of working in an educational setting in an advisory capacity • Experience of managing a team
Professional Skills	• To prioritise workloads and work under pressure • Confident in use of IT and ability to quickly learn new packages • To relate to young people with differing needs. • To motivate and inspire young people and help them develop confidence. • To form good working relationships with colleagues and young people. • To undertake organisational tasks efficiently and effectively.



Professional Values and Practice	● High expectations with regard to all academy standards and the ability to foster success in others ● Ambitious standards of professionalism and a consistency of message in line with the academy's ethos, values and expectations. ● Collaborative, collegiate and inclusive leadership, sharing effective practice in approaches and resources. ● Genuine interest in young people and their futures and a belief in the potential and ability of all ● Ability to manage and ensure that effective child protection and safeguarding practices are followed ● Ensure that equality and diversity are reflected in all aspects of academy culture and practice ● Commitment to all aspects of academy life
Personal	● Aspiring to further promotion in the future ● Strong moral purpose, commitment to equality and diversity ● Creative, innovative thinker, willing to take calculated risks ● Able to inspire, motivate and engage, bringing people along ● Energetic, enthusiastic, resilient ● Strong personal impact, presence, self-efficacy and confidence ● Able to lead assertively and encourage initiative in others ● Able to reflect on own practice and that of others, being flexible and adaptable ● Calm under pressure, prioritising and managing time effectively ● Ability to respond immediately to changing needs and circumstances ● Reliability, integrity and commitment, a genuine interest in learning ● Commitment to restorative practice approaches ● Commitment to student well-being and the safeguarding and protection of young people from harm