



## Job Description

<b>Post Title:</b>	KS4 Impact manager
<b>Pay Scale:</b>	UQT/MPS/UPS
<b>Responsible to:</b>	Deputy Head of School

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### **Main Purpose of the Post:**

The role of the KS4 Impact manager is to target, help and support as part of a co-ordinated response by the Academy and other agencies for identified disaffected students, where behaviour and possibly attendance issues are the causal factors of concern. The intention being to bring about sustainable changes with individual students and contribute to the improvement of behaviour throughout the Academy as part of the whole school strategies. The KS4 Impact manager is to oversee and ensure the efficient management of effective intervention and support for students identified as being disaffected. The intention being to reduce permanent and fixed term exclusions alongside improving behaviour, attendance and the learning experience for the above and other students.

### **Principal Accountabilities:**

- Support the design and implementation of the KS4 Impact curriculum
- Plan and teach a range of subjects to small groups of KS4 Impact students
- Co-ordinate the smooth running of the alternative provision within the identified environment.
- Support the effective transfer of student information for those “at risk” within the Academy.
- Participate in the assessment of all students in order to identify all those who need extra help in overcoming issues relating to attendance, behaviour.
- Manage the work of others in drawing up and implementing an action plan for each student who needs support and co-ordinate strategies and resources to put the plan into action.
- Organise the environment and arrange for the resources required to meet the needs of the students. Arrange for travel and support for any external activities the students may participate in.
- Facilitate enrichment sessions for students in accordance with the students’ needs, across the age and ability range, in such a way as to challenge and inspire students of all abilities.
- Develop a 1:1 mentoring relationship with students receiving support, aimed at achieving the goals defined in their individual action plan.
- Set “No limits” expectations for students’ behaviour establishing and maintaining a good standard of discipline through positive and productive relationships.

- Secure positive family support and involvement by maintaining regular contact with families/carers of pupils receiving support (this is at the direction of the line manager).
- Co-ordinate the monitoring, assessing, recording and reporting on the attendance, development and progress of the students. Effectively liaise with teaching and support staff working on the pathway to ensure that everyone is fully informed and kept up to date about each student.
- Work closely with Academy staff and those with responsibility for “at risk” students, seeking to meet their needs and change those behaviours and attitudes that inhibit their progress at the Academy.
- Implement, support and reinforce the aims, ethos, policies and procedures of the Academy with students, staff and parents where appropriate.
- Participate in meetings relating to the students as required.
- Assist in facilitating the move of students back into other provision in partnership when appropriate.
- Engage with effective strategies to ensure effective transition between KS3 and KS4 impact.
- Comply with all the requirements of Health and Safety legislation and policy taking appropriate action where necessary.
- Support the quality assurance for alternative provision
- Join in networking and training opportunities as required.
- Undertake other tasks to support the Academy upon request.

### **General**

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy’s Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder’s responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust’s Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

### **Knowledge, Skill and Experience:**

- Able to work as part of a team and use own initiative.
- Efficient and effective organisation, prioritisation and time-keeping skills.
- First aid qualification (desirable).

- Effective communication skills.
- Effective administrative skills and previous experience working in an office/school environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Knowledge of the Comprehensive Assessment Framework.
- Experience of engaging with disaffected students.
- Knowledge of strategies to promote positive attendance.

### **Creativity and Innovation:**

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Develop and implement systems to promote positive attendance.
- Monitor and respond to student behaviour and attendance by making adjustments to planned activities or interventions.
- Motivate students and families to engage with the Academy.

### **Decision-Making:**

#### **Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Signpost students and families to other support agencies.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Academy staff.

#### **Consequences:**

- Positive impact on the level of behaviour and attendance issues across the Academy.
- Positive impact on the quality of education offered to students.

### **Contacts and Relations:**

- Contact on a daily basis with the Executive Principal, SLT, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer pastoral support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent Academy at meetings and signposting.

### **Responsibility for Resources:**

- Mobile phone.
- Panic alarm.
- Access to fuel cards for minibus.

**Working Environment:**

**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

**Physical Demands:**

- Work will require normal physical effort.

**Working Conditions:**

- Work will be undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances.

**Work Context:**

- Work is undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances and may be subject to challenge from parents, students and staff.

**Position in Academy:**

- Indicate how many staff for whom the post holder is directly responsible: 0.

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

**Date of Job Description** .....

**Date copy sent to post holder** .....

**Staff signature** .....

**Line Manager signature** .....