

## Job Description

**Job Title:** Personal Development Centre Coordinator

**Reporting to:** Vice Principal, Deep Support      **Grade:** 7

### **Overall purpose of the post:**

To manage the Personal Development Centre (PDC), supporting all students who are referred to this provision. Working with students who are at risk of suspension as a result of challenging behaviour by promoting positive discipline and raising their aspirations.

### **Main duties and responsibilities:**

- To plan, organise and deliver a range of opportunities for students who are referred to the PDC to raise their aspirations and work, develop positive discipline for learning habits, reinforce 'Be Safe, Be Respectful and Be responsible' and ensure academic progress;
- To plan, organise and deliver a range of opportunities for students who are referred to the PDC to work on aspects of their social, emotional and mental health;
- To communicate effectively with parents/carers regarding referral to the PDC and to offer feedback to parents once a referral has been completed;
- To work collaboratively with colleagues to ensure the effective planning and delivery of intervention, ensuring students' progress within the curriculum;
- To provide guided teaching within the PDC;
- To monitor and adapt student timetables to ensure maximum progress, the aim always being to support the student's return into mainstream;
- To work with Learning Managers and the Inclusion Team to develop and implement an appropriate referral process;
- Work closely with the Inclusion Coordinator/Officer, the Bridge and the Vice Principal Deep Support on Intervention Strategies, targeting students for intervention and other issues which may present a barrier to learning;
- Undertake one to one and small group sessions with students who are referred to develop their social skills, behaviour, team work, resilience and self-confidence;
- Undertake lesson visits and academic mentoring sessions for students who are reintegrating into lessons on any days/sessions when there are no PDC referrals;
- To monitor and provide feedback on the impact of the provision in consultation with Learning Managers, Inclusion Team and Teaching staff;
- To monitor all students who have had referrals to support their reintegration and reduce recidivism;
- Communicate regularly with Academy staff, highlighting classroom strategies in order to reintegrate students and maximise their achievement;

- Assist with after school detentions by coordinating appropriate learning opportunities for a target group of students;
- Keep up to date records of students who are referred to the PDC, using oCloud, SIMs and Praising Stars.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.