

Vacancy - Personal Development Manager

Start Date: **Permanent - As soon as possible**
Salary: **LCC Grade 6 £21,748 - £25,481 (Pro Rata)**
Pro Rata Salary: **£19269 - £22577**
Hours: **37 per week, Term Time only + 2 weeks**
Monday to Friday 8.30 am – 4.15 pm with 30-minute lunch break

Up Holland High School is a happy and harmonious place to be where students are hardworking, kind, courteous, respectful and motivated. We have a culture and ethos that offers the children the opportunity to be inspired and to succeed.

Due to increased popularity of school, we are looking to increase our Pastoral team. You will need be enthusiastic, ambitious and committed. You will need to be child centred, possess excellent communication skills, be a strong team player and be Dedicated to Excellence.

Ofsted recognised us in June 2018 as a Good Provider of Education across all areas of the Inspection Framework. We have the ambition, drive and capacity to be outstanding in the future. At Up Holland High, you can expect full support and continuing professional development. We offer a professionally stimulating working environment where teachers have the opportunity to make a huge impact on the lives of our committed and co-operative students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers.

Application forms and further details of the post are available to download from the school website:

<https://uhhs.uk/quick-links/quick-links/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch can be emailed to personnel@upholland.lancs.sch.uk marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: **24th September 2021, 8.00 am**

Interviews: **To take place as soon as possible after closing date.**

UP HOLLAND HIGH SCHOOL

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

Tel: 01695 625191

Website: uhhs.uk

Twitter: [@UHHSchool](https://twitter.com/UHHSchool)

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Responsible to: Leader of Behaviour and Attitudes

Scope of Work – appropriate for this post:

- To ensure the whole school community has high expectations for students' behaviour and conduct.
- Monitor and show demonstrable improvement in the behaviour and attendance of students who have particular needs.
- To eradicate or minimise incidents of concern, bullying, aggression, discrimination and derogatory language, if they occur they are dealt with quickly and effectively and are not allowed to spread.
- To support students in pastoral care and encourage a commitment to their learning, support them in studying effectively and therefore to do so, are resilient to setbacks and take pride in their achievements.
- Ensuring student have high attendance, come to school on time and are punctual to lessons. When this is not the case, the Pastoral team alongside other school systems in place takes appropriate, swift and effective action.
- To encourage positive relationships among students and staff and respectful culture; students are safe and they feel safe.
- identify students who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help students reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help.

Accountabilities/Responsibilities – appropriate for this post:

1. Responsible for the day to day oversight of an identified year group supported by the Senior Personal development manager and the Leader and Deputy of Behaviour & Attitudes
2. Lead on year team meetings on a weekly basis as Personal development manager for that year group, standing in for absent colleagues if necessary.
3. Lead on organisation of the identified year group Parents Evening – in conjunction with Leader and Deputy of Behaviour & Attitudes.
4. To use Synergy to identify and target specific students of concern in respect of standards i.e. behaviour, attitudes, attendance information to be discussed at year team weekly meetings identifying causes for concern and agree appropriate intervention plans.
5. Work with Personal Development Tutors, Leader & Deputy Leader of Behaviour & Attitudes, and Attendance Teams to improve behaviour, attendance and engagement within a given year group. This should focus on key groups that include PP, Boys and SEN.
6. To ensure that Personal Development is used effectively in your allocated year group following school policy, daily routines, expectations and standards.
7. In conjunction with the Senior Personal development manager and Leader of Behaviour & Attitudes be responsible for implementation and monitoring of Behaviour & Attitudes Support Plans (previously PSP's).
8. Ensure CAF's are done in a timely manner with the focus being on 'early intervention', undertaking referrals to CAMHS/Early Intervention Workers where appropriate with support from SENCO.
9. Ensure referrals that are necessary to Children's Social Care are done in a timely manner, attendance at all ICPC/RCPC/CIN/TAF Meetings as Backup DSL for particular year group, deputising if needed for other year groups
10. To co-ordinate and lead on the provision and the delivery of assembly themes throughout the year

for your assigned year group, supported by SPM, Lead and Deputy for Behaviour and Attitudes

11. Lead on the organisation of external agencies coming into school i.e. health & education providers, school nursing service, photographers that relate to your year group.
12. Support the Careers Leader in CEIAG events hosted at the school or at other local colleges and Universities.
13. Work with parents / carers to help address poor performance/attendance/behaviour
14. Undertake home visits to keep parents/carers informed and secure positive family support
15. To be visible around school within lesson and free association time, available for removals as part of the 'on call' system.
16. To undertake duties throughout the day as a presence as year group leader.
17. Maintain accurate student records and prepare written reports and evaluations.
18. Play a full part in the life of the school community, supporting its distinctive mission and ethos of being Dedicated to Excellence and encouraging staff and students to follow this example.
19. Promote actively the school's corporate policies and LORIC Values
20. Share and celebrate successes and whole school events via the website and social media platforms

Individuals in this role may also:

1. Participate in home visit to support students and discuss issues and progress
2. Develop a range of study support activities, such as homework clubs
3. Support the transition of students between phases
4. Supervise students excluded from class or those following alternative timetables
5. Contribute to the development of activities to encourage family involvement in the school.
6. Provide support by attendance at Parents Evenings and other key calendar school dates.
7. To work within school policies and procedures
8. To support the promotion of positive relationships with parents and outside agencies
9. To take care of their own and other people's health and safety
10. To be aware of the confidential nature of issues
11. Be in possession of a First Aid qualification or be willing to be First Aid trained
12. Be of smart appearance, efficient, energetic and proactive
13. The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

This job description may be amended to meet the future needs of the school.

Grade Profile

Level Six – Operative / Support (Grade 6)

Scope of Work
<p>Role holders at this level will be expected to oversee the day to day tasks for their year team. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations, whilst seeking support from line managers within the leadership structure.</p> <p>They will generally have freedom over practical day to day decision-making within closely defined policies and procedural guidance.</p>
Accountabilities/Responsibilities
<ul style="list-style-type: none">▪ Work within a team to ensure workflow is managed smoothly, that processes are properly implemented▪ Identify and raise opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services.
Skills, knowledge and experience
<ul style="list-style-type: none">▪ Extended experience or the ability to demonstrate the competence to undertake the role.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.▪ Working knowledge of the practices, processes and procedures relevant to the role.▪ Developed skills appropriate to the job discipline.▪ Empathy and sensitivity to the needs of staff▪ Good written and verbal communication skills <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures
<ul style="list-style-type: none">▪ Completion of work to required standards, deadlines and timescales.▪ Performance Management appraisal process

Personal development manager Person Specification

[illegible]