

JOB DESCRIPTION AND PERSON SPECIFICATION

<p><u>Job Title:</u> Personal Learning Centre (PLC) Manager</p>	<p><u>Grade:</u> F (points 14 – 19)</p>
<p><u>Job Family:</u> Organisational Support</p>	
<p><u>Overall Purpose of Job:</u></p> <p>As the PLC Manager, you will co-ordinate the personalised learning support to promote the learning and welfare of vulnerable students and you will manage the PLC centre for the academy/school.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will identify cohorts of students for the alternative curriculum by liaising with the relevant curriculum leaders/SLT. 2. You will deliver alternative courses relevant to cohorts of students to help them to obtain relevant qualifications. 3. You will liaise with external agencies to find appropriate pathways for the students involved ensuring the vulnerable students are provided with the best possible education. 4. You will liaise with parents to improve student's behaviour, self-esteem, achievement, attainment, and aspirations. 5. You will establish, develop, and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them. 6. You will manage the supervision of vulnerable students with specialist intervention such as sexual health and anger management. 7. You will contribute to the comprehensive assessment of children and young people entering educational establishments and the review of their progress and achievements; working collaboratively with specialist support services and school staff. 8. You will support the sharing of information between local agencies, schools, authorities and learning mentors, and you will be the single point of contact for accessing a range of community and business-based programmes and specialist support services (e.g., Education Welfare Service, the Probation and Youth Offending Service, etc.). 9. You will work collaboratively with local agencies, the Bridge, training providers, etc. to offer complementary programmes of support for students in the school/academy where applicable. 10. You will develop, agree, and implement a time bound action plan with groups and individual students, and those involved with them, based on a comprehensive assessment of their strengths and needs, developing SMART targets and activities to remove barriers to learning. 11. You will support, direct, and encourage students to undertake further education, apprenticeships, or employment after compulsory education. <p>General</p> <ol style="list-style-type: none"> 12. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. 13. You will participate in training and other learning activities and performance development as required. 14. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 15. You will ensure strict confidentiality in all areas of work. 16. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 	

17. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
18. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
19. You will always comply with the Trust's policies and procedures.
20. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in both English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent demonstratable practical work experience (A/I/C)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Working in a school environment (A/I)
- Issues affecting students and young people and how to offer supportive assistance (A/I)
- Excellent communication and listening skills (A/I)
- Ability to respect and maintain confidentiality (A/I)
- Working knowledge of standard computer packages (word processing, email, and spreadsheets) (A/I)
- Good time management and organisation skills (A/I)
- Ability to work with students and have a real interest in the issues faced by this age group (A/I)

Desirable

- Emergency First Aid or First Aid at Work qualification (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours:

- Proactive
- Resilient
- Calm
- Organised
- Effective
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers - in daily contact with senior leaders/Principal within the academy.

Support Staff – in contact with support staff who are involved in classroom support, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with wider Education team (e.g., Executive Leaders, Subject Directors).

External – in contact with parents/carers, external agency professionals, training providers, other government and local authority staff, other staff from academies and schools.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.