

**WILLOW TREE ACADEMY**  
**The LEAF Centre**  
**SEMH Specialist Centre Manager Job Description**

**Name:**

**Designation:** SEMH Specialist Centre Manager

**Location:** The LEAF Centre

**Reporting to:** Executive Head Teacher/Behaviour and Inclusion Leader

**Grade:** H24

**Hours:** 32.5

**Summary:**

**To work with the Executive Head Teacher/Behaviour and Inclusion Leader in all aspects of leadership and management of the LEAF Centre and to take responsibility for managing and developing teaching and learning, curriculum, assessment and enrichment throughout the provision**

The SEMH Centre Manager, with the support of the Executive Head Teacher and the Academy Trust, will take responsibility for the day-to-day operation of provision made for both Willow Tree pupils and through LA commissioned places for pupils with SEMH needs.

***The main responsibilities of the post are to:***

- Oversee the operation of the SEMH Specialist Centre;
- Line manage SEMH support staff/ practitioners operating within the Centre;
- Liaise with outside agencies to formulate SEMH Plans;
- Work with the Rotherham Primary Inclusion panel to agree placements at the Centre;
- Create and develop Learning Plans and timetables for pupils to access the Centre;
- Encourage the inclusion of pupils with SEMH needs by using positive behaviour management techniques designed to develop the pupils ability to behave appropriately;
- Plan, design, deliver and innovative a curriculum focussed on the complex needs of pupils accessing the Centre;
- Liaise with Willow Tree schools and colleagues in home schools to plan and prepare for pupils to successfully access sessions over a ten week turnaround period;
- Work with colleagues in developing their pupils' social, emotional and behavioural skills;
- Devise and apply criteria for evaluating success with pupils whose difficulties impact upon their learning, and enable them to access the curriculum;
- Take responsibility for tracking pupil progress and for collecting and monitoring data to support teaching and learning;
- Help to maintain a safe and stimulating school environment;
- Deliver and facilitate dynamic, creative and active lessons based on a sound understanding of the National Curriculum:
  - Planning and recording of lessons
  - Undertaking regular work scrutiny
- Manage relevant resources including care of equipment, stock and delegated budget where appropriate:

- To identify resources required to sustain and embed high quality delivery
- To work in partnership with a range of agencies and providers as appropriate to deliver a broad and balanced curriculum offer
- Monitor pupil progress before, during and after intervention to measure the impact of the intervention strategy;
- Be aware of academy procedures, policies and guidelines where appropriate (Child Protection, Behaviour, Racial Equality, Inclusion, Health & Safety, Fire Drill etc.);
- Be accountable for ensuring rigorous enforcement of school procedures and guidance with regards to safeguarding and confidentiality;
- Take responsibility for the pupils who access the Centre, planning for positive outcomes that lead to successful reintegration in their home school;
- Take an active role in encouraging good attendance of pupils;
- Prepare reports to parents/carers and to adhere to the turnaround schedule for completing pupil profiles including attendance at parents' /carers' meetings;
- Work with colleagues to develop and implement pupils' Individual Education Plans or Personal Learning Plans, including the arrangements for reintegration to school or for transition to other suitable provision as appropriate;
- Undertake such other duties that may be required from time to time as reasonably determined by the Executive Head.

The duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## Person Specification

### Position: SEMH Specialist Centre Manager Job Description

The Academy Trust is dedicated to appointing the best possible candidate for the position of SEMH Specialist Centre Manager. The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

The SEMH Specialist Centre Manager will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders.

Our SEMH Specialist Centre Manager will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers and through extensive communication with outside agencies.

	Essential	Desirable	Evidenced in
<b>Education and Professional Qualifications</b>			
Professional qualifications within field of expertise	<input type="checkbox"/>		Application
Evidence of continuous professional development based on national research	<input type="checkbox"/>		Application
Experience of leading/coordinating professional development		<input type="checkbox"/>	Application Interview

Experience			
Experience of teaching pupils with Social, Emotional and Mental Health difficulties	<input type="checkbox"/>		Application Interview
Experience teaching/supporting within a primary school setting	<input type="checkbox"/>		Application Interview
Experience of strategic planning and implementation	<input type="checkbox"/>		Application Interview References
Evidence of successful management and leadership of a diverse team or teams		<input type="checkbox"/>	Application Interview
Experience of working as a member of a senior team	<input type="checkbox"/>		Application Interview
Experience of working with school governors, sponsors trustees or a board of directors		<input type="checkbox"/>	Application Interview
Experience of working with a range of external partners	<input type="checkbox"/>		Application Interview
Experience of managing complex and difficult behaviours and Social, Emotional and Mental Health issues	<input type="checkbox"/>		Application Interview References
Experience of setting targets and monitoring, evaluating and recording progress	<input type="checkbox"/>		Application Interview
Experience of dealing with challenging and sensitive situations	<input type="checkbox"/>		Application Interview
Knowledge and Skills			
Knowledge and understanding of the statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health and Safety and SEND	<input type="checkbox"/>		Application Interview
Understanding of the theory and practice of providing effectively for the individual needs of all children	<input type="checkbox"/>		Application Interview References
Knowledge and understanding of the SEN Code of Practice and its practical application strategies for meeting the SEND of pupils in a mixed ability classroom	<input type="checkbox"/>		Application Interview References
Knowledge of behaviour management techniques for groups and individuals	<input type="checkbox"/>		Application Interview References

Knowledge and understanding of how to use comparative information about attainment		<input type="checkbox"/>	Application Interviews
Knowledge and understanding of the Graduated Response and the processes linked to SEND		<input type="checkbox"/>	Application Interviews
Knowledge and understanding of the role of the external services that support the provision for SEND students within schools		<input type="checkbox"/>	Application Interviews
Ability to demonstrate outstanding commitment and be able to create a positive, challenging and effective learning environment	<input type="checkbox"/>		Application Interview References
<b>Personal Attributes</b>			
Resilience, the ability to work under pressure and be able to meet deadlines	<input type="checkbox"/>		Application Interview References
Proven ability to think both strategically and creatively to prioritise	<input type="checkbox"/>		Application Interview References
Excellent interpersonal skills	<input type="checkbox"/>		Application Interview References
Excellent communication skills (including written, oral and presentation skills)	<input type="checkbox"/>		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	<input type="checkbox"/>		Application Interview
Ability to work creatively and collaboratively and be able build and maintain successful and purposeful relationships	<input type="checkbox"/>		Application Interview
Demonstrably professional, honest and loyal	<input type="checkbox"/>		Application Interview References
Ability to make and justify difficult decisions	<input type="checkbox"/>		Application Interview