

VACANCY

Senior Personal Development Manager - Permanent

Salary: Grade 7 (points 19 to 25)

Pro Rata Salary currently = £22576 - £26205

Hours: 37 per week, Term Time only + 2 weeks

Monday to Friday 8.30 am – 4.15 pm with 30-minute lunch break

Responsible to: Leader of Behaviour and Attitudes

Required: As soon as possible

Closing date for applications: Thursday 2nd December 2021, 8.00 am

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

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 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 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 SENDO.
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 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. Undertake and lead on specific areas of importance for key year groups i.e. Y11 revision planning, Y11 exam support, Y11 WIG, Wow week support, Y9 options, Horsforth quadrant support.
14. Lead on an area identified within PD area – i.e. Transition/Horsforth Quadrant/Anti Bullying/Mental Health/LBTQ+
15. Work with parents / carers to help address poor performance/attendance/behaviour.
16. Undertake home visits to keep parents/carers informed and secure positive family support.
17. To be visible around school within lesson and free association time, available for removals as part of the 'on call' system.
18. To undertake duties throughout the day as a presence as year group leader.
19. Maintain accurate student records and prepare written reports and evaluations.
20. 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.
21. Promote actively the school's corporate policies and LORIC Values
22. Share and celebrate successes and whole school events via the website and social media platforms
23. Undertake any additional duties which may be deemed appropriate for the role under direction of the Lead/Deputy for Behaviour and Attitudes

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.



Personal Development Manager Person Specification

Qualifications & Experience	Essential/Desirable
• Must be numerate & literate (minimum GCSE Maths and English Grades A*-C)	E
• Good standard of education to A Level (or equivalent)	E
• Educated to degree level	D
• Experience of successful working with young people aged 11 to 16 years and their parents/carers in a similar pastoral capacity	E
• Experience of working in a school	D
• Experience of working with young people with complex behavioural needs to produce positive outcomes	D
• Experience of multi-agency working	D
Skills and Abilities	
• Good written and oral communication skills	E
• Ability to work in a fast-paced environment, responding effectively to changing demands and circumstances	E
• Effective time-management skills	E
• Ability to relate well to a range of staff, students and parents/carers	E
• Ability to manage challenging behaviour using a range of strategies	E
• Ability to communicate with and motivate young people	E
• Ability to plan and review strategies used to support students	E
• Ability to carry out verbal and written instructions	E
• Ability to prioritise effectively, use initiative and common sense	E
• Ability to use IT for communication, record keeping and data analysis – advanced IT/admin skills for analysing data, producing reports and letters	E
Other Attributes	
• Evidence of successful team working	E
• Commitment to comprehensive education and to equal opportunities	E
• Suitability to work with children	E
• Appropriate attitude to authority	E
• Emotional resilience	E
• Commitment to the school ethos and aims	E
• Deep understanding and commitment to the safeguarding of children	E
• Flexible approach to working hours	E
• Support the team's ambition of continued improvement	E
• Prioritise, plan, organise and evaluate the work of the school	E
• Take initiative and work independently	E
• Deal sensitively with people and resolve conflicts	E