



SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION
The Shepherd Centre Manager

Post holder:		Effective date:	
Responsible to:	Deputy Headteacher/SENCO		
Main purpose of the job			
To manage the Shepherd Centre provision. To ensure there are high standards of student’s engagement and behaviour. To put in place individual pathways for both the curriculum and interventions for students.			
Main job functions and responsibilities. The post holder will:			
<ol style="list-style-type: none">1. Manage the day to day running of the Shepherd Centre2. Organise a bespoke curriculum for each student depending on their needs3. Manage the work of the Shepherd Centre Support Assistant4. Organise the individual timetable of the Shepherd Centre Students5. Implement strategies to ensure the students make good decisions6. Deliver some parts of the curriculum7. Organise intervention strategies to ensure the student begin to make good decisions8. Liaise with outside agencies9. Keep records of progress, interventions and other relevant information10. Instigate EHCPs on entry to the Shepherd Centre11. Meet with the Deputy Headteacher and SENCO regularly.12. Meet and liaise with other stakeholders on the progress of the students13. Liaise closely with parents / carers on the progress of their students and to alert them when issues arise.			
Confidentiality			
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation			

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (D of E) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the D of E document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and discharge your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by
Job Holder: Date:.....

Person Specification

Shepherd Centre Manager

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Degree • Teaching qualification • Proficient in Microsoft Office. 	✓ ✓ ✓	
Knowledge, Experience and Skills <ul style="list-style-type: none"> • Experience of working in an educational setting with young people. with emotional and behavioural difficulties and/or other needs • Good organisational skills. • Good time management skills and the ability to work under pressure. • An ability to work both independently and as a member of a team • Knowledge and understanding of strategies to remove barriers to learning in young people. • An ability to form appropriate relationships with students setting clear guidelines. • Ability to remain calm and professional despite provocation and defuse conflict. • Worked in a setting with young people (school, youth club etc.) 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Qualities <ul style="list-style-type: none"> ▪ Effective communication skills. ▪ A sense of humour. ▪ A flexible and adaptable approach. ▪ A desire to continue to learn and develop. ▪ Resilience and determination to be successful. ▪ Commitment to safeguard and promote the welfare of children and young people. 	✓ ✓ ✓ ✓ ✓ ✓	