



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Manager of STEPS Provision</b>
<b>Accountable to:</b>	<b>The Principal</b>
<b>Job Purpose:</b>	<b>Day to day responsibility for the STEPS Provision providing, developing and managing a Personalised Curriculum for Key Stage 3 students as identified by SEND at the Local Authority (maximum 12 students). All students have an EHCP.</b>
<b>Salary:</b>	<b>Leadership scale (1-5)</b>

## **INTRODUCTION:**

STEPS is a Local Authority alternative SEND provision, for Phobic KS3 students, based within Paignton Academy. It provides education for a maximum of 12 students with Education, Health and Care Plans who have found mainstream schools difficult to cope with through the impact of their Special Educational Need or Disability. Students are placed following consultation with the STEPs manager by the Local Authority from schools across Torbay.

## **KEY DUTIES:**

- To liaise with the Academy SENCO and Torbay Council's SEND Team to allocate student places
- To oversee the production of a Personalised Education Plan for each student.
- To provide an Individual Behaviour Plan for each student.
- To conduct reviews of student progress for each student.
- To deliver aspects of the Paignton Academy KS3 curriculum to small groups of students.
- To have oversight of the attendance, welfare, safeguarding and progress of each pupil in all aspects of their curriculum.
- To negotiate the re-integration of students into other education provision at KS4

## **JOB TASKS**

1. Meet students and parents to identify and plan the personalised curriculum.
2. To plan, deliver and evaluate elements of the curriculum.
3. To be responsible for safeguarding and welfare of students within the provision.
4. Provide first aid for students within the provision – including safe handling of any medications they make take.
5. Liaise with other providers who deliver offsite courses.
6. To undertake risk assessments as required for the premises and other locations and activities.
7. Manage and supervise EHCP reviews and all relevant paperwork.
8. To track and monitor student attendance and where needed, relevant interventions are implemented to encourage the students to attend the provision.

9. To track and monitor student data to ensure students are making effective progress from their starting points.
10. To plan, implement and track the effective and accurate implementation of assessment, ensuring that the students receive a relevant and appropriate curriculum.
11. To be responsible for the good order, health and safety of the offsite unit.
12. Produce reports and data drops for Torbay Council (SEND) and parents.
13. To be responsible for the inventory of all resources.
14. To adhere to Academy policies.
15. Provide PSHE education to pupils.
16. Attend and chair meetings as required.
17. To line manage staff within the provision, ensuring that they are deployed effectively to meet the needs of students
18. To undertake training as required.
19. To deliver staff training and CPD as required.
20. Drive Academy minibuses as requested.
21. To undertake other duties as required by Principal of the Academy

**PAIGNTON ACADEMY**  
**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
QTS	✓	
Knowledge of therapeutic input for young people such as Thrive		✓
Previous management experience		✓
Ability to relate well to challenging students	✓	
Ability to be innovative in planning a personalised curriculum	✓	
An understanding of student progress data	✓	
Excellent standard of written and spoken English	✓	
Safeguarding training to at least Level 2	✓	
Commitment to safeguarding young people, appropriate Disclosure & Barring Service Enhanced Disclosure	✓	
Ability and willingness to drive a minibus		✓