Job Description

Job Title: PLC Coordinator

Reporting to: Vice Principal, Deep Support

Grade: 6

Overall purpose of the post:

To work as part of the Personalised Learning Support team to promote the Learning and Welfare of vulnerable students.

To manage the PLC Centre.

Main Duties and Responsibilities:

- Identify and keep records of cohorts of students for the alternative curriculum by liaising with the relevant Learning Managers;
- Deliver alternative courses relevant to cohorts of students to provide them with relevant qualifications;
- Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education;
- Liaise with parents to improve students' behaviour, self-esteem, achievement, attainment and aspirations;
- Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them;
- To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management;
- 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 academy staff;
- To support the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business based programmes and specialist support services, for example the Social and Youth Services, the Education Welfare Service, the Probation and Youth Offending Services etc.;
- To work collaboratively with local agencies to offer complementary programmes of support for youngsters in academy where applicable;
- Develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Develop SMART targets and activities to remove barriers to learning;

- Undertake testing to identify student needs/barriers e.g. Lucid, visual stress etc;
- To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.