



# Job Description

**Job Title:** PLC Manager

**Reporting to:** Inclusion Co-ordinator

**Grade:** Band 6

## **Overall purpose of the post:**

- To manage the Personalised Learning Centre and to work as part of the Inclusion and Deep Support teams to promote the learning and welfare of vulnerable students.

## **Main duties and responsibilities:**

- Identify cohorts of students for the alternative curriculum by liaising with the relevant learning managers.
- Delivering alternative and intervention courses relevant to cohorts of students to provide them with relevant qualifications.
- To ensure that all identified cohorts of students are provided with a personalised pathway that ensures they can progress in their learning.
- 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 and confidence building.
- Contribute to the comprehensive assessment of children and young people entering educational establishments and review their progress and achievements, working collaboratively with specialist support services and school 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.
- Delivering additional courses after the normal school day to ensure students are able to access additional learning.
- To work collaboratively with local agencies e.g. The Bridge, Training Providers etc. to offer complimentary programmes of support for youngsters in school 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 in a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.
- To support, direct and encourage pupils to undertake further education apprenticeships or employment after compulsory education.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.