

Job Title: PLC Manager

Reporting to: Inclusion Co-Ordinator

Grade: 5

Overall purpose of the post

To manage the Personalised Learning Centre and to work as part of the Inclusion and Deep Support Team 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 to offer complementary 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 on 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

- 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;
- 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, 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.