

# Job Description

**Post Title:** PLC Manager

**Establishment:** Outwood Academy Ormesby

**Grade:** Grade F, 35 hours, TTO plus 1 week

**Reporting to:** Inclusion Coordinator and Vice Principal Deep Support

## **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

## **Responsibilities and accountabilities**

1. Identify cohorts of students for the alternative Curriculum by liaising with the relevant Learning Managers.
2. Delivering alternative courses relevant to cohorts of students to provide them with relevant qualifications.
3. Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
4. Liaise with parents to improve students' behaviour, self-esteem, achievement, attainment and aspirations.
5. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
6. To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management
7. 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 school staff.
8. 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.
9. To work collaboratively with local agencies to offer complementary programmes of support for youngsters in school where applicable.

10. 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.
11. To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
12. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns;
13. To comply with the school policies and procedures at all times.
14. Fire Marshall duties in case of fire and/or emergency evacuation.
15. To act as First Aider on direction of the Principal.
16. 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 school.

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