

Job Description

Post Title: Hub Manager

Establishment: Outwood Academy Ormesby

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

Reporting to: Vice Principal, Deep Support

Overall purpose of the post

- To work with students who find mainstream school difficult.
- To promote, organise and lead a range of opportunities for our underachieving, disaffected and vulnerable students focusing on raising their aspirations, promoting ambition, re-engaging them and improving their academic performance.
- To promote positive behaviour for learning across the Academy and assist Learning Managers with the effective support and challenge for behaviour with the target group of students.
- To support the enforcement of the Academy's Behaviour Policy.
- To minimise the number of external exclusions.
- To develop reflective and resilient learners.
- To reduce permanent exclusions.
- To manage the Behaviour for Learning (B4L) Hub.

Responsibilities and accountabilities

1. To provide supervision within the Behaviour for Learning Hub (internal exclusion from the curriculum).
2. To investigate reported incidents of poor behaviour in conjunction with other key staff.
3. Development of and implementing of an appropriate and bespoke referral process to identify the target group of students to be considered for support and intervention. This will be achieved in consultation with Learning Managers and the Inclusion Team.
4. One to one and small group work with the target group of students to develop their social skills, behaviour, team work, resilience and self-confidence with the aim of reengaging them into their learning journey.
5. One to one or small group mentoring of the target group of students to improve their academic performance. This could be through developing their organisational skills, effective communication skills and stress coping strategies.
6. Provide feedback and monitor the impact of this provision in consultation with key staff in the Academy such as Learning Managers, Heads of Department and the Inclusion team.
7. Work collaboratively with colleagues to ensure the effective planning and delivery of intervention.
8. Communicate regularly with Academy staff, highlighting strategies that work as well as those that don't in order to re-engage the students and maximise their achievement.
9. Assist with the running of after school detentions as part of a team, coordinating appropriate learning opportunities during this time for the targeted group of students.
10. Contact parents informing them of individual students' behaviour as part of effective lines of communication between school and home in conjunction with other key staff.
11. Keep up to date records of micro-cohorts needing support in the target group of students.

12. To provide information, reports and analysis on student behaviour.
13. Fire Marshall duties in case of fire and/or emergency evacuation.
14. To act as First Aider on direction of the Principal.
15. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder is required to promote and safeguard the welfare of the young people they are responsible for or come into contact with.

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.