

Job Title: Hub Manager

Reporting to: Vice Principal Deep Support

Grade: F8-11

Overall purpose of the post:

- To work with students who find the mainstream school environment 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 of learning behaviours with the target group of students.
- To support the enforcement of the Academy's Behaviour Policy.
- To reduce the number of suspensions.
- To develop reflective and resilient learners.
- To reduce permanent exclusions.
- To manage the Intervention Room/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, Teaching staff and the Inclusion team.
7. Work collaboratively with colleagues to ensure the effective planning and delivery of intervention, ensuring that students' progress within the curriculum.
8. Communicate regularly with Academy staff, highlighting strategies that work as well as those that don't in order to re-integrate 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 cohorts needing support in the target group of students.

General Duties

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.