



### Northern Education Trust – Job Description

<b>Job Title:</b>	PLC Manager		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Inclusion Co-Ordinator	<b>Grade:</b>	SCP 14-19
<b>Service responsibility:</b>		<b>Salary:</b>	£22,462 - £24,799 (FTE)
<b>Additional:</b>	Some travel may be required	<b>Term:</b>	37 hours per week, 39 weeks per year (Actual salary to be pro rata in line with weeks worked).

#### JOB PURPOSE

- To work as part of the Personalised Learning Support team to promote the Learning and Welfare of vulnerable students
- To manage the PLC Centre

#### JOB SUMMARY

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 Academy staff.

8. To support the sharing of information between local agencies, Academy's, 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, e.g. The Bridge, Training Providers etc. to offer complementary programmes of support for youngsters in Academy 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 Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
13. To comply with the Academy policies and procedures at all times.
14. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....