**NORTH ESSEX MULTI-ACADEMY TRUST**



**The Ramsey Academy, Halstead**

Colne Road, Halstead, Essex, C09 2HR

01787 472481

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| Job Title: | Pathways Manager |
| Responsible to: | SENCO  |
| Responsible for: | To manage the operation of Pathways provision. To provide support and guidance for vulnerable young people with anxiety, mental health issues, low levels of self-confidence, and a safe area to develop positive relationships with staff and their peer group. |

Hours: 39 weeks term time only. Hours TBC

Salary: Band 4 point 26 - 30

Line Manager: SENCO

**Responsibilities**

You will address the individual needs of students and help them to overcome barriers to learning which may be preventing them from achieving their full potential and developing self-confidence and resilience. You will be working with parents, academy staff and outside agencies as deemed appropriate.

**Main Duties**

* To manage the day to day operation of Pathways.
* To develop strategies to promote self-confidence and resilience.
* To support students in overcoming barriers to learning. This will be in 1:1 and group situations.
* To deliver various programmes to support identified groups of students.
* To develop the knowledge, skills and expertise to help with the learning and behaviour development of individuals or groups of students.
* To access, monitor and evaluate the progress of students and the effectiveness of the Pathways activities.
* To work alongside families/carers of students to promote cohesive strategies for supporting students and their families.
* To oversee and support students attendance.
* To liaise with relevant outside agencies to further support development of students.
* To work as part of a team and co-operate and communicate with the SENCO, Raising Standards Leaders, Behaviour & Learning Hib Manager, Pastoral Managers and the Senior Leadership Team.
* To undertake any administrative work that is directly related to the work of Pathways.
* To contribute to providing a safe and attractive environment that places value on the student and their activities.
* To undertake further duties in agreement with the line manager commensurate with the nature of the post.
* To provide the Headteacher, SLT and governors reports related to the impact of interventions provided in the Pathways.
* To devise and coordinate suitable individualised programmes for all students based either for long-term or short-term placement Pathways.
* To play a full part in the life of the Academy community and to support its distinctive mission and ethos.
* To lead and coordinate the day to day activities of Pathways in order to ensure a coherent and effective approach to pupil inclusion.
* To work with all staff to promote a positive ethos and learning culture which reflects the vision of achieving, sustaining and sharing excellence.

**Support for the School**

* To be aware of and comply with Academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to appropriate person.
* To participate in training and other learning activities as required.
* To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, The Ramsey Academy will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

**October 2018**