

Job Description



PERSONALISED LEARNING AREA MANAGER

Reports to:	Assistant Principal / Vice Principal
Salary/Grade:	Band 4 (mid) 19-24
Hours/Weeks	35 hours, 39 weeks
Job Purpose:	To work with the Pastoral Team to supervise students in the Personalised Learning Area, promoting good behaviour

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Inclusion Room Supervision

- To supervise the students in the Personalised Learning Area
- Establish positive relationships with students placed in the Personalised Learning Area
- To provide challenge and motivation to ensure a calm working environment
- To organise all work for students in the Personalised Learning Area by liaising with teachers and support staff
- To ensure that students have access to all the equipment that they will need to work in silence in the Personalised Learning Area
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- When not in the Inclusion room act as an additional Student Support Manager.
- Supervise after-school detentions as required including monitoring attendance at detentions

Communication

- To communicate with parents of students in the Personalised Learning Area through phone calls and letters
- To communicate with parents about both the positive and negative behaviour of students throughout the school using emails, letters and texts.

Using Software and analysing data

- To use behaviour software to analyse behaviour trends and communicate with staff and parents
- To use databases to analyse and record information about students
- To run the behaviour tracking system by managing its administration
- To analyse and record trends in attendance, behaviour and punctuality.

Job Description



Safeguarding

- Attend CIN/CP reviews as required.
- CIC - reviews.
- CP – paperwork
- Undertake safeguarding training as required
- Referrals as per Colchester Academy procedures.

Professional Development

- Participate in the Academy's Performance Management Programme.
- Undertake appropriate professional development.

Staff Meetings

- Participate in meetings and Professional Development activities at the Academy.

Health and Safety

- To ensure the health and safety of staff and students when in the (subject) area.
- To be responsible for carrying out risk assessments in relation to health and safety.

Additional Duties

- As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.
- To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.

Job Description



- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Colchester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation