

Northern Education Trust – Job Description

Job Title:	PDC Manager		
Base:	Academy		
Reports to:	Inclusion Co-Ordinator	Grade:	SCP 14-19 (£22462-£24799 Pro Rota)
Service responsibility:		Salary:	
Additional:	Some travel may be required	Term:	37Hrs, 39 Weeks

JOB PURPOSE

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

JOB SUMMARY

- To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the Academy and home.
- To liaise with the relevant staff on actions to be taken
- To utilize the MIS and other systems to track the attendance, progress and behaviour of students
- Supporting parents and students in crisis, liaising with identified personnel.
- To arrange for units of work and/or specific skills development with individual students to be provided.
- To monitor the behaviour and progress of these students.
- Delivering courses relevant to cohorts of students to provide them with relevant qualifications.
- Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
- Liaise with parents to improve student's behaviour, self-esteem, achievement, attainment and aspirations.
- Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
- To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management
- 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.
- To work collaboratively with local agencies, e.g. The Bridge, PLC Training Providers etc. to offer complementary programmes of support for youngsters in Academy where applicable.
- Develop, agree, implement and review 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.

- To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
- 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 time
- 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.

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:

Northern Education Trust
Post: PDC Manager
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE				
3.	Experience of working in a Academy environment with young people with specific difficulties and vulnerabilities.	E	✓	
4.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Excellent communication and listening skills	E	✓	✓
6.	Ability to support students with their work and to develop programmes of work that will develop self esteem and confidence	E	✓	✓
7.	Ability to respect and maintain confidentiality	E	✓	✓
8.	Working knowledge of standard computer packages (word processing, email and spreadsheets)	E	✓	✓
9.	Good time management and organisation skills	E	✓	✓
10.	Ability to work with students and have a real interest in the issues faced by this age group	E	✓	✓
PERSONAL QUALITIES				
11.	A strong commitment to the Trust values and ethos.	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
12.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
13.	A flexible approach and a strong work ethic.	E	✓	✓
14.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

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