



## Northern Education Trust – Job Description

<b>Job Title:</b>	PDC Manager		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Inclusion Coordinator	<b>Grade:</b>	NJC SCP 14 – 19
<b>Service responsibility:</b>		<b>Salary:</b>	£23,080- £25,481 (FTE, Salary to be pro rata)
<b>Additional:</b>	Some travel may be required.	<b>Term:</b>	37 hours/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

1. To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the Academy and home
2. To liaise with the relevant staff on actions to be taken
3. To utilize the MIS and other systems to track the attendance, progress and behaviour of students
4. Supporting parents and students in crisis, liaising with identified personnel
5. To arrange for units of work and/or specific skills development with individual students to be provided
6. To monitor the behaviour and progress of these students
7. Delivering courses relevant to cohorts of students to provide them with relevant qualifications
8. Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education
9. Liaise with parents to improve student's behaviour, self-esteem, achievement, attainment and aspirations
10. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them
11. To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management
12. 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.
13. 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

14. 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
15. To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
16. 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
17. To comply with the Academy policies and procedures at all time
18. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

**GDPR**

19. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required

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

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.

Signed: .....

Date: .....