



Appointment of Personal Development Centre Manager

37 hours per week, term time plus 5 training days
Grade N4: Actual Salary Range £16,800 to £17,828

Fixed term to August 2023

Required September ASAP

Closing Date: 7th October 2022



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.
Email: human.resources@kenton.newcastle.sch.uk

Introduction from the Principal

Dear Applicant

Appointment of Personal Development Centre Manager

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking candidates for the above role, to manage our Personal Development Centre promoting the learning and welfare of potentially vulnerable students and those close to a suspension from main school, and to ensure pupils are meaningfully occupied when placed there.

We are seeking candidates with exceptional communication skills, combined with the ability to challenge, motivate and inspire students to work hard, behave well and achieve their potential.

With experience working in either education, children's social care or another children's sector pastoral role, we are seeking candidates with significant and demonstrable experience working effectively with secondary age children with social, emotional and behavioural issues.

In return Kenton School offers fantastic developmental possibilities due to its size, facilities and a forward thinking management and staff working together to offer the best available chances for our students.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Bill Jordon CBE
Principal

Personal Development Centre Manager



Job Description

Grade:	N4 (subject to evaluation)
Responsible to:	Pastoral Manager
Job Purpose:	To work as part of the Personalised Development Centre team to promote the Learning and Welfare of potentially vulnerable students and those close to a suspension from main school. To manage the PD Centre and to ensure pupils are meaningfully occupied when placed there.

Main Responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type may be required from time to time.

1. To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the school and home.
2. To manage and track all bookings into the PDC and share with key Pastoral Staff daily.
3. Liaise with Pastoral links in other schools who may be using the provision, ensure the work they provide is completed and returned for marking.
4. To liaise with the relevant staff on actions to be taken
5. To utilise SIMS and Class Charts and other systems to track the attendance, progress and behaviour of students
6. Supporting parents and students where the impact of their home life brings them into conflict with school rules
7. To arrange for units of work and/or specific skills development with individual students to be provided.
8. To monitor the behaviour and progress of these students.
9. Delivering courses relevant to cohorts of students to provide them with relevant qualifications where appropriate.
10. Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
11. Liaise with parents to improve student's behaviour, self-esteem, achievement, attainment and aspirations.
12. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.

13. To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management
14. 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.
15. To work collaboratively with local agencies, and to offer complementary programmes of support for youngsters in Academy where applicable.
16. 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.
17. To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
18. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
19. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
20. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.



Personal Development Centre Manager

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	5 GCSEs or equivalent, in English and Maths
2	Willing to obtain and/or enhance qualifications and training for development in the post
3	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance
4	Experience of using Microsoft Offices packages
5	Excellent Communication and Listening Skills
6	Excellent Organisational skills and Time Management, to ensure that all stages of the Consequence system are completed and followed systematically.
7	The ability of operate with absolute discretion and confidentiality at all times.
8	Ability to build effective working relationships with students and colleagues at all levels.
9	A strong commitment to Trust values and Ethos
10	Commitment to support the Trust's agenda for safeguarding and equality and diversity
11	A flexible approach and strong work ethic

Desirable

10	Experience working in a School sector
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Part B: Assessment Stage

Items 1 – 7 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1	Effective oral communication and presentation skills.
2	Ability to persuade, influence and gain co-operation.
3	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people

	<ul style="list-style-type: none"> ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
4	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
5	Willing to take part in out-of-hours activities.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Children's Barred List check*
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
5	Proof of qualifications as outlined on application form

* This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions)

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding salary of £19,650 to £20,852 pa. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:	£16,800 to £17,828 pa.
5 or more years’ continuous local government service:	£17,099 - £18.145 pa

New entrants to Northern Leaders Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1st month following successful completion of that six-month probationary period.

Employment Status

This post is a one-year fixed term to 31 August 2023

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.



Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Application Process

Candidates can apply by downloading a Word version application from our website ks.northernleadertrust.org which can be returned by email to hr@northernleadertrust.org

Closing date: 12.00 Noon 7 October 2022

