Northern Education Trust – Job Description

Job Title:	Hub manager	**JE Reference**	JE0249
Base:	Dyke House Academy		
Reports to:	Deep Support Lead	**Grade:**	Grade 6 SCP 23 - SCP 25
Service responsibility:		**Salary:**	£35,570.00 - £37,563.00 (FTE) Pro rata salary £31,426.10 - £33,186.91
Additional:	Some travel may be required.	**Term:**	

JOB PURPOSE

- To work as part of the DEEP Support team to promote the learning and welfare of vulnerable students.
- To manage the Hub and ensure effective bespoke provision for students with high-level SEND needs.

JOB SUMMARY

1. Identify cohorts of students for the alternative curriculum by liaising with the Inclusion Coordinator and SENDCO.
2. Delivering alternative courses relevant to cohorts of students to provide them with relevant qualifications.
3. Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
4. Liaise with parents to improve student behaviour, self-esteem, achievement, attainment and aspirations.
5. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
6. To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management, social stories, lesson preparation, organisational strategies and coping strategies for anxiety and stressful situations.
7. To manage budgets for that provision.
8. Contribute to the comprehensive assessment of children and young people entering educational establishments and the review of their progress and achievements. Working collaboratively with specialist support services and academy staff.
9. To support the sharing of information between local agencies, academies, authorities and other learning managers, 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, local authority, NEAS, etc.
10. To work collaboratively with local agencies, e.g. The Bridge, Personalised Learning Centre, Personalised Development Centre, Training Providers etc. to offer complementary programmes of support for youngsters in academy where applicable.
11. Develop, agree and implement a time bound action plan with groups, individual children, 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.

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

GDPR

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

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

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: ……..