

Northern Education Trust – Job Description

Job Title:	Assistant Hub manager	JE Reference	JE406
Base:	North Shore Academy		
Reports to:	SENCO	Grade:	Grade 4, SCP 10 –12
Service responsibility:		Salary:	£28,608.00 - £29,542.00 FTE (FTE Salary to be pro rata) Pro rata salary £25,275.17 - £26,100.36
Additional:	Some travel may be required.	Term:	

JOB PURPOSE

To assist the Provision Manager (Hub Manager) in leading, managing, and developing the day-to-day operations of the Additional Resourced Provision within our mainstream secondary school. This provision supports students with Education, Health, and Care Plans (EHCPs) who present with complex needs and vulnerabilities.

The successful candidate will play a pivotal role in ensuring these students receive a highly tailored, nurturing, and ambitious education, successfully bridging the gap between specialist care and mainstream inclusion.

To work as part of the DEEP Support team to promote the learning and welfare of vulnerable students. To support the hub manager in the effective running of the additional resourced provision (Hub) to ensure effective bespoke provision for students with high-level SEND needs.

JOB SUMMARY

1. To oversee the daily routines of the provision, ensuring a safe, structured, and predictable environment that minimises anxiety for vulnerable learners.
2. To deliver high level interventions as per student section F provisions.
3. Assist the hub manager in deploying a team of Specialist Teaching Assistants (TAs), ensuring support is directed where it is most critically needed.
4. Act as a lead practitioner in de-escalating challenging behaviors or emotional distress using and applying regulation strategies.
5. Monitor, review, and evaluate the progress of students against their specific EHCP outcomes and Individual Education Plans (IEPs).
6. Liaise with external agencies and stakeholders to support the hub manager in finding appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
7. Support the delivery of smooth transitions for students moving from primary school into the provision, and later, from the provision into post-16 education or training.
8. Work alongside mainstream subject teachers to differentiate curriculum materials, ensuring provision students can access mainstream classes safely and meaningfully.

9. Act as a key, trusted point of contact for families/carers, offering regular updates, support, and a collaborative approach to their child's development.
10. Liaise with parents to improve student behaviour, self-esteem, achievement, attainment and aspirations.
11. Support in the Coordination to host sessions with external professionals, including Educational Psychologists, Speech and Language Therapists, Occupational Therapists, and Child and Adolescent Mental Health Services (CAMHS).
12. To support students to comply with academy policies and routines.
13. 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:

Northern Education Trust
Post: Assistant Hub 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	☐	
3.	Training on safeguarding	D	☐	
4.	First Aid training or willingness to undertake appointed person certificate in First Aid	D	☐	
5.	Evidence of relevant continuous professional development and training	D	☐	
EXPERIENCE				
6.	Experience of working in a Academy environment with young people with specific difficulties and vulnerabilities (in particular Autism, Communication and Interaction needs)	E	☐	
7.	Experience and knowledge of issues affecting students and young people with SEND and how to offer supportive assistance	E	☐	☐
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Excellent communication and listening skills and the capacity to play a valuable roll in a team supporting vulnerable young people	E	☐	☐
9.	Ability to support students with their engagement in school life and to develop programmes of work or intervention that will develop self esteem, confidence and independence	E	☐	☐
10.	Ability to respect and maintain confidentiality	E	☐	☐
11.	Working knowledge of standard computer packages (word processing, email and spreadsheets)	E	☐	☐

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
12.	Good time management and organisation skills	E	☐	☐
13.	Ability to demonstrate excellent communication skills with parents, external agencies and professionals	E	☐	☐
PERSONAL QUALITIES				
14.	A strong commitment to the Trust values and ethos	E	☐	☐
15.	Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	☐	☐
16.	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	☐	☐
17.	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	E	☐	☐
18.	A flexible approach and a strong work ethic	E	☐	☐
19.	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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