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| Job Title: | ABC Manager | Reports To: | Assistant Headteacher, Behaviour and Culture |
| Location: | The Peak Academy | **Accountable To:** | Headteacher |
| Salary/Grade: | Grade J pt. 21-23 | **Hours of Work:** | 37 hours/ week |

**Principle Purpose of the Role**

The post holder, under the direction of the Assistant Headteacher, will:

* Lead the implementation, running and education of pupils entering the ABC provision. This will be for full or part time pupils.
* Meet regularly with the Assistant Headteacher to report back on the success/ quality of the ABC provision
* Embedding clear routines and expectations for the behaviour of pupils across all aspects of school life.
* Developing and implementing appropriate curriculums for individual pupils.
* Providing advice and guidance to the wider staff team so as to support them in the delivery of pupil provision
* Co-ordinate and implement targeted interventions.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

**Key Duties**

* Encompass a safe and rewarding place for all participants of the ABC house
* Lead all referrals and intakes into the ABC house and transition plans for pupils back into the main school
* Lead a successful qualification in BTEC level 1 in construction/Vocational studies (and/ or equivalent qualifications)
* Liaise with core subject leaders to ensure a clear curriculum in these subjects is delivered to pupils within the ABC provision
* Oversee all monies and invoicing that are incorporated into the ABC house
* Lead and maintain a successful tutor group from the ABC house
* Lead and maintain offsite interventions. To include all relevant safeguarding and work placement checks.
* Help support the use of ELSA at the Peak Academy
* Line manage staff at the ABC house
* Complete and maintain risk assessments and all other paperwork that contributes to the running of the ABC house
* Incorporate and promote clear opportunities for post 16 careers and college placements (working with careers lead)
* Lead in the correct implementation of the EHCP’s for targeted pupils (working with the SENCO)
* Ensure good communication between parents and carers, update on issues and positive behaviours and any attendance issues
* Work with the local authority and the community, providing support and volunteering for certain groups
* Co-lead a successful out of hours mentoring service, supporting the school’s values.
* Support the use of successful literacy and numeracy at the ABC house
* Ensure the schools ethos is embedded throughout the ABC house
* Promote high standards of conduct and behaviour
* Continue to use CPD to develop knowledge and widen the skill set for all staff involved with the ABC house
* Analyse and ensure the effectiveness of the ABC provision, giving termly reports to SLT against clear SMART targets (agreed with the Assistant Headteacher)

**Generic Responsibilities**

* Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out.
* The postholder may be required to do other duties appropriate to the level of the role, as directed by the Assistant Headteacher.
* Maintain ongoing CPD activity and undertake any in-service training related to the post. Including annual mandatory and role specific training.
* Maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
* Maintain the security of the data held in the Trust systems in line with Data Protection Act 1998 and impending changes to legislation such as GDPR.
* Actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
* Support the Trust’s internal and external audit processes.
* Act as an exemplary role model of the Trusts values and behaviours.
* Ensure that safe working practices are followed in respect of all areas within the provisions of ‘The Health and Safety at Work Act 1974’.
* Comply with Trust Policies and Procedures.
* To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
* Be aware of, promote and implement the Trust’s Quality and Information Security Management Systems.
* To report to line manager, or other appropriate person, in the event of awareness of bad practice.

**Staff Development and Performance**

* To work as a member of a designated team and contribute positively to effective working relations within the school.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will aid and agree development objectives for the post holder to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

**Demands and Working Conditions**

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| **Communications** |
| To communicate effectively with the parents of students as appropriate. |
| Where appropriate, to communicate and co-operate with persons or bodies outside the school. |
| To follow agreed policies for communications in the school. |
| **Corporate Accountabilities** |
| Sharing the school’s commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work. |
| Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. |
| Contribute to the evaluation and development of services across the school as part of the school’s ongoing self-assessment cycle. |
| **Professional** |
| Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments. |
| Ensure that confidentiality is protected at all times. |
| Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development. |
| Participate in individual performance review and respond to agreed objectives. |
| Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments. |
| Attend relevant conferences/workshops in line with identified professional objectives. |
| Support and encourage harmonious internal and external working relationships. |
| Raise the profile of the Academy by making positive contributions. |

**Note**: You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.

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| **General** |
| Contribute to the development of best practice within the service. |
| Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice. |
| All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies. |
| It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties. |
| This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development. |

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| **Values, Behaviours, Curriculum Principles** |
| Performing your role in alignment with the Trust’s values, behaviours and curriculum principles:  **Values**   * Inclusivity * Promoting social mobility * Serving local communities * Believing in the potential of our young people * Preparing tomorrow’s adults to contribute to social, economic, environmental and cultural sustainable development   **Behaviours**   * Encouraging professional freedoms within consistent boundaries * Championing young people rather than institutions * Collaborating rather than competing where it delivers positive impacts on learning * Acting with the highest levels of integrity and engendering trust * Continually developing the skills and capacities of our people and our organisation   **Curriculum Principles**   * Delivering high standards of education for all pupils * Providing a broad, rich and experiential curriculum to develop rounded young people * Providing pathways that are relevant to the needs of our young people and the wider community * Basing our approach on verifiable research evidence where it exists * Teaching young people how to be effective learners |