**Manchester City Council**

**Job Description**

**Manchester Secondary PRU**

**Student Services Manager Grade 8**

The post holder will report to the appropriate SLT member.  Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils, parentsMCC staff, Multi Agency Teams.

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**Main Purpose of the Job:**

To provide day to day operational Management of a PRU Learning Centre (alongside the Assistant Headteacher – Head of Centre, if applicable)

To work with the Assistant Headteacher (Head of Centre) on the strategic leadership of the Centre

To ensure excellence in the education, health and welfare of children and families

To work in collaboration with staff from across the Manchester Secondary PRU and support student well being.

To contribute to the development of the school’s support policy by providing support through efficiently managed electronic and office based systems.

To manage staff and resource requirements.

To maintain and provide accurate attendance, punctuality and exclusion data to Senior Managers, and their associated administration staff.

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**Main Duties and Responsibilities:**

1. To ensure the vision, values, aims and objectives of the School are delivered
2. To ensure that all policies are adhered to and implemented across the Centre
3. To line manage a team of Senior Learning Mentors and Learning Mentors
4. To be responsible for the management of the duty rota and the deployment of the Centre engagement team.
5. To oversee the accurate recording and completion of registers in compliance with DfES legislation.
6. To ensure that appropriate work is prepared and delivered to any student on long term absence.
7. To support staff and other relevant staff in their dealings with students
8. To ensure appropriate interventions are delivered based on the personal learning needs of each student
9. To work closely with the SEND team to ensure that all pupils have a one page profile detailing key information for staff
10. To oversee, monitor and manage electronic systems for the recording of attendance, punctuality, behaviour, safeguarding and exclusion data.
11. Alongside the Assistant Head and Pastoral Support Officers, prepare all student data reports as necessary for reporting to SLT meetings as requested
12. Work in partnership with the Headteacher and other agencies on developed strategies to ensure that children in need and less well-served families are identified, access services and contribute to service development, including publicity and funding strategies
13. Support the Headteacher to monitor family support and outreach services to ensure that they meet the changing needs of families
14. Maintain partnerships with parents, families and the community promoting the involvement of parents in identifying their own learning needs and in supporting their child’s learning
15. Work collaboratively with Children’s Centre teacher to oversee curriculum planning, holistic assessment and record keeping systems, and to ensure managers communicate with parents, children and staff to ensure the aims for each child are achieved
16. Maintain a positive learning and participatory environment across the centre, reflecting the diversity of the community, ensuring the effective use of resources
17. Promote a healthy lifestyle for all children, families and the staff team
18. To organise the efficient deployment of resources, monitoring their effectiveness.
19. To undertake personal development to improve own practice
20. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
21. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
22. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

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**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.  If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Person Specification**

**Student Services Manager – Grade 8**

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**For this job we are looking for:**

1. Substantial experience of working with parent/carers, children and young people and/or schools and settings.

1. Experience, knowledge and understanding of appropriate current relevant legislation, policy and guidance documents, including the Common Assessment Framework, Child Protection, Children’s Acts, Youth Matters etc.

1. Experience of developing, delivering and evaluating lessons/interventions.

1. Excellent oral and written communication skills and the ability to interpret and articulate complex information to people at all levels.

1. Demonstrable problem solving, decision making, influencing and analytical skills.

1. Experience of working openly and collaboratively with multi agency colleagues and professionals and understanding of the issues around confidentiality.

1. Excellent presentation and facilitation skills for meetings with individuals and groups.

1. Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.

1. Advanced IT skills, including word processing and database use.

1. Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines.

1. Ability to manage a range of tasks and multiple priorities with confidence.

1. Ability to travel to various sites.

**Personal Style and Behaviour**

1. Tact and diplomacy in all interpersonal relationships with the public and colleagues.

1. Ability to establish and maintain positive relationships that generate confidence and respect.

1. Self-motivation and personal drive to complete tasks to required timescales and quality standards, with an appropriate awareness of confidentiality.

1. Ongoing commitment to inclusive education practices and equality of opportunity.

1. The flexibility to adapt to changing workload demands and new organisational challenges.

1. Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.

1. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of pupils.

1. Personal commitment to continuous self and service development.

1. Team player with a positive attitude and the ability to inspire and motivate.

1. A positive commitment to the implementation of Equal Opportunities through all aspects of work.

1. Willingness to comply with all school policies.

1. Willingness to consent to and apply for an enhanced disclosure check.