

Centre Manager/DDSL - Job Description

Grade 8 – 38 weeks+ 5 INSET days & 5 additional weeks

Core Purpose:

- To provide operational management to ensure the smooth running of the centre on a day to basis.
- To be the key point of contact for parents/carers and other professionals.
- To support high standards of behaviour and attendance within the centre.
- To be a Deputy Designated Safeguarding Lead

Key responsibilities include:

- Organise the daily operations of the centre, managing and directing staff as need.
- Inducting students into the centre
- To have an overview of individual and centre wide safeguarding issues, implementing appropriate support as needed.
- Overseeing the delivery of the timetable and interventions, allocating staff where necessary.
- Providing 'on call' support for staff in managing behaviour.
- Tracking attendance on a daily basis and implementing strategies/interventions where appropriate.
- Work with the Altus School Operations Manager to ensure all health and safety procedures are followed within the centre.

Key duties

- To uphold the whole school ethos by ensuring all staff and pupils understand and adopt the school vision and values.
- Work with the Deputy Director and other key staff to identify additional interventions that are needed for specific students through regular Student Action Meetings (SAMs)
- Monitor and respond to safeguarding concerns, including referrals to social care, attending meetings and sharing information as appropriate with the DSL and centre staff
- Organise and deploy teaching assistants on a daily basis.
- Contribute to thorough and systematic assessment, tracking and evaluation of pupils' progress.
- Work with the Deputy Director to develop a strategic view of the behaviour at the centre and address any issues, supporting staff to implement the Altus School Relationships and Behaviour Policy.
- On occasion, transport pupils to and from centre in support of the school behaviour and attendance policies.
- Plan and have oversight of the delivery of an appropriate induction programme for new pupils including providing appropriate support to students in venues other than the school.
- Work with parents/carers regularly to help address underachievement, attendance and or behaviour. Meet with parents / carers to keep them informed and secure positive family engagement.
- Have oversight of the centre budget.
- Ensure smooth day-to-day running of the centre by being aware of and making appropriate arrangements for key functions e.g., lunch, off site curriculum activities, **KS4 exams**
- Maintain effective working relationships and clear lines of communication with parents/carers and professionals.

- Support staff to develop and maintain support plans/risk assessments for pupils.
- To liaise with parents/carers, schools and the LA regarding students' transition to a new setting.
- Providing relevant break and lunchtime supervision.

- Undertaking any other duties which are relevant to the post as requested by the Director or other senior leader.
- Promote the welfare of children and young people and at all times ensure safeguarding policies and procedures are followed.

The ideal candidate will have...

Experience

- Working with and understanding the needs of disadvantaged, disaffected and emotionally challenged children and young people
- Wide understanding & working knowledge of safeguarding procedures
- Demonstrable record of personal and professional development

Behavioural attributes

- Commitment to equal opportunity and anti-discriminatory practice
- Show a clear interest in working with children and young people to achieve the positive outcomes.
- Demonstrates an ability to be flexible and versatile
- Positive attitude
- Ability to work in a team
- Robust and resilient

Knowledge, Skills and Understanding

- Ability to work independently in a range of settings & at times unsupervised
- Ability of relate to children and young people
- Good range of behaviour management skills applied in various situations
- Good organisational ability
- Good interpersonal skills
- Ability to work in an inclusive and non-judgemental way.
- IT literate
- Competent report writing skills
- Sound Literacy and Numeracy skills
- An understanding of SEMH needs of pupils and how these might manifest on a daily basis

Education & Qualifications

Essential

- Relevant Professional Qualifications or substantial service as a Teaching Assistant or equivalent.

Desirable

- Willingness to undertake further qualifications
- Multi-Agency working

Special conditions

Enhanced DBS check