

Job Description

Post Title:	Choices Manager
Job Purpose:	<p>To lead, develop and manage the Choices room.</p> <p>To track the academic progress and secure high-quality outcomes for students within the Choices room and signpost support to the Personalised Learning Centre.</p> <p>To support the work of the SEN and Pastoral Team, by taking responsibility for all aspects of the Choices room ensuring the curriculum completed mirrors that in the classroom.</p> <p>To provide and engage re-offenders in non-academic interventions and group work to identify other areas of need to ensure all barriers to learning are broken down.</p> <p>The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.</p> <p>With the Head of Behaviour and Welfare, the post holder will:</p> <ul style="list-style-type: none"> • Help to deliver the Academy vision and translate this into practice. • Ensure that all the Academy policies are implemented. • Foster a learning culture with high expectations in a safe and secure learning environment. • Contribute to the Academy Improvement Plan and take responsibility for discrete areas within it
Reporting to:	Deputy Head of Behaviour and Welfare
Responsible for:	
Working Time:	37 hours per week / 48 weeks (Term time only plus 10 days)
Salary/Grade:	NJC Band 10, Point 28-31
MAIN (CORE) DUTIES:	
	<ul style="list-style-type: none"> • To provide leadership to the management of the Choices room, to secure the best possible educational and emotional support to all students • To support the Head of Behaviour and Welfare in the daily administration and management of the Choices room • To lead on standards and student outcomes within the Choices room • To develop and sustain high quality teaching and learning throughout the Choices room, following the curriculum and work delivered in the classroom. • Ensure all progress is tracked • To lead on all aspects of Choices room, keeping up to date with new and relevant information.

	<ul style="list-style-type: none"> • To lead good pedagogy practice within the Choices rooms and share it within the Academy • To work with outside agencies to ensure full support for students • To liaise with HODs to ensure all work delivered in the Choices room is fit for purpose, related to Age Related Expectations and has impact – allowing students to reintegrate back into mainstream lessons intermittently and over time. • To track and co-ordinate C4 and C5s on a daily basis providing the information to relevant staff in a timely manner Provide a weekly breakdown of students accessing the PLC & Choices room, explaining why students are being referred and by whom, to look at patterns and intervention effectiveness • To prepare and present updated data analysis of the PLC & Choices to SLT termly. • To ensure that students within the Choices room are set challenging targets and that they are shared with students, parents and staff and reviewed regularly • Track repeat offenders, implement appropriate intervention and review effectiveness weekly • To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society • To support colleagues within the Choices room and PLC so that appropriate standards of behaviour are established, maintained and recorded • To develop the delivery of Literacy and Numeracy within the PLC and Choices room working with numeracy and literacy leads and the Librarian focusing on Accelerated Reading, reading & group intervention • To develop, implement, monitor and review the use of ICT within the Choices room • To monitor the progress of all students in PLC & Choices room with special educational needs and liaise with the SENDCO to ensure the appropriate support is put in place for these students to make academic progress • To work closely with the SENDCO, to identify students who are underachieving and where necessary create and implement effective plans to support those students • To support and advise all teaching and support staff on intervention strategies which may include whole staff training where appropriate. • To attend the weekly inclusion meeting providing the information required by the Head of Behaviour and Welfare • To work closely with the DSL to ensure interventions are appropriate and information is shared in accordance to the safeguarding policy & KCSIE • To ensure all interventions are logged on the incident, intervention, impact document • Make weekly phone calls home to parents/carers raising concerns and offering praise where necessary • To provide non-academic intervention to ensure all emotional needs are met and all barriers to learning are removed
Management of the Academy	<ul style="list-style-type: none"> • To apply best value for money principles to secure resources for the Choices room • To seek extra funding to support development within the Choices room • To ensure that the facilities provide a positive and safe environment which promotes well-being and high achievement for all in the Academy

	<ul style="list-style-type: none"> • To use every opportunity to create a positive and memorable learning environment within the Choices room • To promote and safeguard the welfare of children at Longfield Academy
Community and Partnerships	<ul style="list-style-type: none"> • To support the Head of Behaviour and Welfare to work closely and in partnership with all Alternative Education providers • Seek curriculum links with businesses, HE/FE, other schools particularly to promote the Academy • To liaise with all stakeholders as required to support the personal development and academic progress of all pupils in the Academy.
Developing Self and Working with Others	<ul style="list-style-type: none"> • To assist in the appointment of staff following the Safer Recruitment Policy as required • To support the induction of new staff within the PLC & Choices room. • To create and maintain good working relationships among all members of the Academy community • To create positive and effective working relationships with all external agencies and off-site education providers • To promote appropriate personal and professional development of all staff within the PLC & Choices room, providing an example through their own development • To conduct performance management for members within the PLC & Choices room as required • To work with the Head of Behaviour and Welfare and SENDCO to ensure that Individual Education Plans, behaviour plans, and other contracts are implemented to match students' needs within the PLC & Choices room. • To line manage teachers and support staff within the PLC & Choices room • To attend CPD and complete training as directed to increase knowledge and enhance skill set

Person Specification

Choices Manager

Key

- A – Application form including letter of application
- S – Selection process including teaching exercise
- R – Employment references
- C – Certificates
- D – Enhanced Disclosure and Barring Service Criminal check

	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
1.	High level of literacy and numeracy supported by relevant qualifications	E	A, C
2.	Evidence of recent professional development	D	A, S
3.	Current First Aid Certificate	D	A, S
	Experience		
4.	Experience of successfully working with students in secondary education setting	D	A, S, R
5.	Recent experience of working with challenging young people	E	A, S, R
6.	Evidence of making a positive impact on students and their families	E	A, S
7.	Experience of running youth organisations/clubs and/or activities	D	A, S
	Professional knowledge and understanding		
8.	Knowledge of strategies to engage challenging young people	D	A, S
9.	Knowledge/experience of delivering L1/L2 courses to young people and/or adults e.g. ASDAN/COPE/Basic Skills	D	A, S, R
10.	Knowledge/experience of using data bases & spreadsheets (Capita Suite)	D	A, S
	Personal Skills and Attributes		
11.	A commitment to equality and diversity	E	S

12.	Demonstrate commitment to the young people in the Academy	E	A, S
13.	Excellent oral and written communication skills	E	A, S, R
14.	Ability to 'lead from the front' and be a good role model for staff & students	E	S, R
15.	Excellent ICT skills	D	A, S, R
16.	High expectations and able to communicate those effectively to students	E	S
17.	Able to meet deadlines and work under pressure	E	S, R
18.	Able to prioritise, plan and organise	E	S, R
19.	Communicate well with all stakeholders including parents / carers/outside agencies	E	S, R
20.	High standards of integrity, honesty and punctuality	E	S, R
21.	A range of leadership skills to develop productive relationships and high performing team work	E	S, R
22.	An ability to challenge and motivate others to create a forward-thinking organisation committed to academy improvement	D	S, R
23.	Stamina, resilience and a good sense of humour	E	S, R
24.	An understanding of the value of a successful work life balance	E	S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.