



Job Description

Job Title:	Horizons Manager
Location:	Unity City Academy
Hours of work:	Full Time
Reports to:	Principal/Vice Principal

Purpose of the Role:

Job Description and Role Outline

- To work as part of the Academy Inclusion and Support team to promote the Learning and Welfare of students
- To manage the Horizons Centre

Working closely with the Principal/Vice Principal, and wider Inclusion teams, you will liaise with external agencies to find appropriate pathways to ensure the students are provided with the best possible education. You will identify cohorts of students for the Horizons pathway by liaising with the relevant staff. You will also deliver alternative courses alongside supporting their mainstream provision, to cohorts of students to provide them with relevant qualifications.

Responsibilities:

1. Identify cohorts of students for the Horizons pathway by liaising with the relevant staff
2. Delivering alternative courses relevant to cohorts of students to provide them with relevant qualifications.
3. Liaise with external agencies to find appropriate pathways for the students involved to ensure the students are provided with the best possible education.
4. Liaise with parents to improve students behaviour, self esteem, achievement, attainment and aspirations.
5. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
6. To manage the supervision of pupils with specialist intervention
7. Contribute to the comprehensive assessment of children and young people entering educational establishments and the review of their progress and achievements. Working collaboratively with specialist support services and school staff.
8. To support the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business based programmes and specialist support services, for example the Social and Youth Services, the Education Welfare Service, the Probation and Youth Offending Services etc
9. To work collaboratively with local agencies, to offer complementary programmes of support for youngsters in school where applicable.





10. Develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.
11. To support, direct and encourage pupils to undertake further education , apprenticeships or employment after compulsory education
12. Making sure students in Horizons follow the appropriate code of conduct
13. Under direction of the senior team plans and organises the delivery of academic activities/subjects.
14. Helping/advising students in Horizons with their work.
15. Plan, liaise with the wider team, and put in place reintegration programmes.

General

- Undertake other reasonable duties as requested, in accordance with the level of the role and the changing needs of the organisation
- Uphold professional standards for the role, and follow all school and Trust policies and procedures
- Contribute to the life of the academy community, and to support its ethos and policies.
- Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection, Code of conduct and Safeguarding Policy at all times
- Appreciate and support the role of other professionals
- Participate in appraisal, training and professional development as required
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein.
- The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the academy

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Horizons Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • 5 Level 2/A*-C GCSE including English and Mathematics. • Educated to Level 3/A level standard. (Desirable) • Educated to degree level. (Desirable) • Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> • N/A
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of working in a school environment with young people with specific difficulties and vulnerabilities. • Experience and knowledge of issues affecting students and young people and how to offer supportive assistance. 	<ul style="list-style-type: none"> • Experience of delivering information to students in a classroom environment
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Abilities	<ul style="list-style-type: none"> • Excellent communication and listening skills. • Ability to support students with their work and to develop 	<ul style="list-style-type: none"> • N/A





		<p>programmes of work that will develop self esteem and confidence.</p> <ul style="list-style-type: none"> • Ability to respect and maintain confidentiality. • Working knowledge of standard computer packages (word processing, email and spreadsheets). • Good time management and organisation skills. • Ability to work with students and have a real interest in the issues faced by this age group (11 – 16). 	
Personal Characteristics	Personal Attributes	<ul style="list-style-type: none"> • Strong personal and professional integrity, with resilience and ability to motivate self and others • Confidence in dealing with challenging student behaviours • Excellent personal organisation • Ability to work both independently and collaboratively • A commitment to equality and diversity • 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible 	





		<ul style="list-style-type: none"> ○ Push the limits ○ Be big hearted 	
<p>Special Requirements</p>		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people ● Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services ● Demonstrate a commitment to safeguarding children and ensuring the welfare of children ● Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour ● Evidence of professional expertise in managing safeguarding incidents and experience in providing support 	





		regarding safeguarding to staff	
		<ul style="list-style-type: none">• Satisfactory Enhanced DBS check•	

