



DE LA SALLE SCHOOL

JOB DESCRIPTION

LASALLIAN ACHIEVEMENT, PASTORAL & SUPPORT CENTRE MANAGER

Job Title	Lasallian Achievement, Pastoral & Support Centre Manager
Line Manager(s)	Assistant Headteacher
Responsible for	Working with students in LAPS to remove barriers to learning and then re-integration to lessons. Keeping appropriate records
Salary Scale	NJC Points 23-25 (£24,169.90-£25,770.31)
Hours	37 hours per week, term time plus 5 days

Key Purpose of Role

- To supervise LAPS throughout the working day of the Centre.
- To work with students to prevent exclusions.
- To work with students to remove barriers to learning.
- To support the improvement of students' levels of attendance.
- To help students to achieve their true potential.
- To work with Pastoral staff and SLT for effective reintegration of students back into lessons.
- To work with staff and students on restorative justice
- To work with students to develop understanding of Lasallian core values.

Key Areas of Responsibility

The postholder must:

- Perform his/her duties in accordance with the school's Equal Opportunities Policy.

Job Description

To be responsible for:

- All students placed in LAPS
- To work with individual students on a 1:1 basis and with small groups in order to improve behaviour and remove barriers to learning.
- Working with the Pastoral Team within school to identify vulnerable students and those at risk of social exclusion.
- Keep accurate and concise records of all contacts with individual students in attendance and evaluation of impact of work.
- To contact parents/carers when required.
- The monitoring and assessment of student progress.
- Students' target-setting.
- To act as an advocate for individual students.
- To support the Pastoral Support Plans for individual students, including liaison with other agencies as appropriate.
- To support the re-integration of students placed in LAPS.
- All resources as required to maintain LAPS.
- Liaise with subject teachers to obtain up-to-date schemes of work.
- To collect or arrange delivery and return students' work to curriculum areas.
- To liaise with staff as required.
- To participate in training as appropriate.
- To complement the work of existing staff and services.
- To work with students and staff in order to draw up and implement students' individual education/behaviour plans.

Secondary Duties

- To undertake such other duties of an equivalent nature as may be determined by the Headteacher in consultation with the postholder.

This job description is subject to review and elements can be negotiated to suit the requirements of the individual applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.



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PERSON SPECIFICATION
LASALLIAN ACHIEVEMENT, PASTORAL & SUPPORT CENTRE MANAGER

	Essential	Desirable	Evidence Source
Relevant Experience (including teaching practice)			
Successful experience of working with children from 11-16 age group	✓		A
Experience of working in a Behaviour Support Unit		✓	A
Experience of mentoring		✓	A
Knowledge of the KS3 & KS4 curriculums		✓	A
Qualifications			
A degree in a related discipline	✓		A
GCSE English and Maths at grade B or above	✓		A
Any other relevant and appropriate qualifications		✓	A
Special Knowledge and Skills			
Ability to work on own initiative	✓		A/I
Professionally assertive	✓		A/I
Excellent communication skills	✓		A/I
Good interpersonal skills	✓		A/I
Organisational skills	✓		A/I
Empathy with young people	✓		A/I
Problem solving and negotiating skills	✓		A/I
Record keeping skills	✓		A/I
Effective time management	✓		A/I
Skills in ICT		✓	A/I
Counselling skills		✓	A/I
Telephone skills		✓	A/I
Special Working Conditions			
Prepared to undertake travelling as part of duties for meetings and home visits	✓		A
Prepared to work in a variety of settings	✓		A
Ability to work to a flexible timetable	✓		A/I
Ability to work in isolation	✓		A/I
Other Circumstances			
An ability to fulfill all spoken aspects of the role with confidence through the medium of English	✓		I
Supportive of the Catholic ethos of our school	✓		A/I

A: Application

I: Interview