



Bishop's Hatfield Girls' School

Job Description – Pupil Support Centre Lead

Job Title: Pupil Support Centre Lead

Date reviewed: March 2024

Salary grade: H5-6

Time currently employed p.a.: 37 hours per week. Term-time + INSET days

Responsible to: Assistant Headteacher

Purpose of the job:

1. Lead the running of the PSC:
 - To oversee and coordinate the use of the PSC as an effective inclusion tool within the school
 - To ensure that pupils using the PSC have individualised plans for reintegration to mainstream lessons
 - To review the impact of time spent in the PSC as a transitional tool to enable pupils to attend mainstream lessons
 - To ensure that the physical environment of the PSC enables pupils to learn safely, keeping good order among pupils working there
 - To support vulnerable pupils in the PSC to improve their attendance, support their wellbeing and foster academic progress
 - To implement the timetables of vulnerable pupils receiving PSC support; register, track and monitor attendance
 - To make contact with parents/carers and be involved in case managements e.g. of persistent absentees, to ensure maximum attendance
 - To ensure that pupils have appropriate work and monitor completion, providing feedback to classroom teachers
 - To make contact/liase with Heads of Year, TLLs, subject staff, SENDCO, parents, pupils and other staff regarding the educational needs and personal welfare of individual pupils using the PSC
 - To support other staff in their work in the PSC
 - To collect and administer relevant tests for those pupils in the PSC and new admissions to the school

Other responsibilities:

- To liaise with teaching staff and discuss strategies to deal with individual pupil needs
- To report areas of concern to relevant staff
- Welfare - to support individual children with organisation of books, equipment, homework, etc
- Teacher and pupil support - to work with classroom teachers during lessons where required to support individuals or groups of children in reading, writing, practical work, understanding and completing work

- Administration - to keep records of support provided. To attend relevant team meetings. To give assistance in stock and equipment matters, maintaining, tidying, photocopying, filing and general auxiliary duties as required for the PSC
- Act as a role model and set high expectations of conduct and behaviour
- Provide objective and accurate feedback to the teacher as required
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with establishment policy and encourage pupils to take responsibility for their own behaviour.
- Differentiate learning materials according to the needs of pupils being supported
- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources.

Support for the school

- Participate in training and other learning activities as required
- To respect confidentiality at all times
- Complete lunchtime duties as specified by SLT

Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices. The additional working week for INSET and key school events/activities will be determined by the school calendar or as directed by the line manager.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person Specification

PUPIL SUPPORT CENTRE LEAD

The list below is not exhaustive, nor is it essential for candidates to have extensive experience in all aspects. We are looking for the right person who has the drive and ambition to help shape the future of our school.

Knowledge and Experience

Successful recent experience working with children of relevant age
Knowledge of issues facing young people and the impact this has on their education
Educated to A level or equivalent (minimum) with GCSE in English and Maths

Skills and abilities

Ability to work effectively as part of a team and contribute to group thinking and planning
Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment
Motivate, inspire and have high expectations of pupils
Build positive relationships with adults and children
High level of literacy and numeracy
High level of information literacy and Information retrieval skills, including through the use of ICT to support learning
Possess excellent communication skills with adults and children, verbally and in writing
Ability to adapt quickly and effectively to changing circumstances/ situations and to approach problem-solving creatively
Ability to manage time effectively, using own initiative to work independently whilst retaining a degree of flexibility
Ability to work calmly under pressure, following instructions carefully

High level of organisational skills