



Goldwyn School

Job Description

Job Title:	Centre Manager L3-L7
Employed at:	Goldwyn Ashford (Great Chart)
Responsible To:	Vice Principal & Strategic Head of Centre/Principal
Purpose:	<p>The Centre Manager will provide strong, clear, motivational and professional leadership and be responsible for the day-to-day, efficient management of the Great Chart site, thus ensuring a high quality education for all the students on roll.</p> <p>To work as part of the Goldwyn Strategy Board, with the Principal Vice Principals and other centre Managers.</p>

Accountability:

- To be accountable to the Principal for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of Goldwyn Ashford as delegated by the Vice-Principal/Principal.
- To ensure that coherent and accurate records regarding, safeguarding, pastoral care, parental and agency contacts are provided to a range of audiences including the Principal, SLT, Governors, Local Authority, parents and carers.
- To be responsible for aspects of self evaluation within the centre, working closely with the Vice-Principal (Strategic Head of GA)

Key Responsibilities:

Strategy and Direction

- To support the Principal and the Governing Body to ensure the vision and ethos of Goldwyn is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
- To participate, as part of the Goldwyn Strategy Board (GSB), in translating the local and national vision into strategic plans which will sustain school improvement.

Teaching and Learning

- To work closely with the Teaching and Learning Lead(s) in order to share awareness of Teaching Learning & Assessment within the centre.
- To oversee the centre's pastoral support of students.
- To assist the Vice-Principal (Strategic Head of GA) in recruitment of new staff, taking responsibility for their induction programmes.
- To assist the Vice Principal (Strategic Head of GA) in maintaining the Performance Management timetable of the centre.
- To ensure there is a continuous focus in the centre on children's holistic achievement, effectively using data and benchmarks and to monitor the progress in every child's learning and emotional development.
- To work with the Teaching & Learning Lead(s) to assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.

Staff Management and Development

- To work with Goldwyn HR to manage staff absence and leave.

Managing the Centre

- To ensure the effective deployment of staff and resources within the centre.
- To support the consistency of approaches to maintaining and improving levels of good behaviour.
- To manage organisational change effectively.
- To be operationally responsible for managing the pastoral staff and to ensure the effective implementation and analysis of non-academic assessment measures.
- To support the consistency of approaches to maintaining and improving levels of attendance.
- To ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
- To work collaboratively with the SLT and middle managers to ensure Goldwyn School improvement is sustained and to deliver quality outcomes for students.
- To ensure safe working practices are adopted by staff.

Additional Responsibilities

- To monitor student attendance.
- To liaise with the Vice Principal (Strategic Head of GA) to compile staff meeting agendas and act as meeting chair.
- To provide regular and constructive feedback to the staff team
- To work with all department planning; co-operatively sharing information, ideas and expertise
- To manage the planning for open days
- To maintain the daily timetable for students by overseeing/implementing suitable cover arrangements.
- To support staff in promoting additional school activities i.e. after school rewards etc.
- To undertake the role of Designated Safeguarding Lead for Goldwyn Ashford in conjunction with the Vice Principal (Strategic Head of GA) .
- Maintaining tracking systems such as Vulnerability Data, Life stories, Boxall
- Leading & monitoring PLPs of vulnerable students.

Community

- To collaborate and work in partnership with other agencies in providing for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
- To ensure the learning experiences for children and young people at the school and partnerships are linked into and integrated with the wider community.
- To promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally.

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike.
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.
- To participate in arrangements made in accordance with Goldwyn school policy for performance management

Staff Development:

- To monitor and evaluate own performance in line with performance management procedures with line manager.
- To participate in peer support and appraisal processes

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal or Vice Principals

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration in the course of the year. Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. This is not a comprehensive list of all tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with grade.