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|  | **PEP Manager** |
| Role Title | PEP (Personal Education Plan) Manager |
| Job Purpose- general | * The role of the PEP Manager is to support students at Sandwich Technology School who are looked after (in care). This will involve helping set up and monitor each student’s PEP, liaising with Local Authority with responsibility for each child and working closely with associated staff in school. In essence the PEP Manager should be the students’ first port of call when the students need support, praise or clear boundaries.   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct. * To participate in meetings, training other staff development and CPD activities and performance development as required. * To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.   *Liaising with:*   * The LAC (Looked After Children) Coordinator, Pastoral staff, attendance staff, and teaching staff. |
| Job Purpose - specific | * To undertake a daily check on attendance, punctuality and well – being. * To devise a SAP (Standard Assessment Procedure) for each individual LAC. * To arrange, attend, prepare & review for all LAC meetings (PEP or otherwise) with VSK (Virtual School Kent) education support officer three times per year and discuss progress and impact of interventions for each LAC. * To monitor progress in lessons, liaising with subject teachers, and identifying appropriate / additional support as required. * To carry out one-to-one academic progress reviews with each child fortnightly. * To carry out home visits as and when necessary, and to be the main close operational link with foster carers and social workers for each Kent LAC. * To know each LAC well, and be able to advise staff on any emerging difficulties or key dates that may affect school progress. * To liaise with the SENCO, outside agencies and all key stakeholders involved with the child. * To attend all parents’ evenings for each LAC child. * To seek and source extra support to effectively use the PP+ money and ensure that all enrichment opportunities are explored. * To monitor, track & evaluate the PP grant spend. |
| Line Manager | *Accountable to/line managed by:*  LAC Coordinator |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher 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 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. |
| Pay Scale | Sandwich Technology Support Staff Band 5 |
| Name |  |
| Signature |  |
| Date |  |