



Manchester City Council

Job Description

Manchester Secondary PRU Project Support Worker JNC (SCP 1-11)

The post holder reports to the Head of Manchester Secondary PRU through the Youth Work Practice Manager and the Project Co-ordinators. Apart from the Senior Leadership Team of the PRU, the main contacts of the job are young people and their parents/carers; Teachers and staff from a range of schools, partner services/organisations from within and outside MCC.

Main purpose of the post

- To support the Project Co-ordinators and teaching staff with the planning, implementation, direct delivery and evaluation of high quality education provision for young people excluded from/at risk of exclusion from mainstream school.
- To support the young people involved with the PRU with their personal, social and educational development.
- To work in conjunction with the policies and procedures of the PRU and contribute to its objectives; and to have regard in all working practices to the development priorities of the PRU as articulated in the School Improvement Plan.

Main duties and responsibilities

1. To support the planning, implementation, delivery and evaluation of both structured and informal education sessions, that link into a programme of personal, social and educational development, for PRU students.
2. To be an advocate for young people involved with the PRU or their parents/carers, supporting and promoting their welfare, championing the needs and educational entitlement of those who are excluded or at risk of exclusion.
3. To support other PRU staff, parents/carers, schools and partner services/organisations to ensure that effective processes are in place for the implementation and support of appropriate placement plans, progress reviews and transition plans for all young people involved with the PRU.
4. To support the wellbeing and safeguarding of young people involved with the PRU.

5. To ensure that the behaviour of students is managed effectively.
6. To support the planning, implementation and delivery of provision outside of the core hours of education provision (e.g. school holidays).

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Person Specification

Manchester Secondary PRU Project Support Worker

1. Awareness of issues affecting young people not attending mainstream school and their families, including barriers to learning and ways of supporting young people to overcome those barriers and achieve their full potential.
2. Ability to support the planning, implementation, delivery and evaluation of both structured and informal education sessions with groups of young people, that link into a programme of personal and social development.
3. Confidence in modelling the behaviours PRU students need to develop.
4. Ability to provide information, advice and guidance to young people.
5. Ability to liaise and communicate effectively; and work collaboratively with PRU staff as well as other professionals from a range of agencies, young people and parents.
6. Ability to support teachers in delivering formal, structured programmes of work and continue this work in their absence if necessary.
7. Ability to advise and support young people in their pastoral, social and welfare matters and in dealing with discrimination and equalities.
8. Ability to support young people working towards Entry Level, Level 1 and Level 2 qualifications.
9. Ability to intervene in difficult situations and challenge young people in an appropriate manner, promoting positive attitudes and behaviours.
10. Willingness to work the core hours of education provision (8.45 am to 3.45pm) in order to fulfil the statutory requirement of 25 hours education; and as directed by the PRU Senior Leadership Team, to work outside the core hours of education, within the school holidays.
11. Knowledge of procedures relating to the safeguarding of young people and the willingness to undertake relevant training when required and accept responsibility for the discharge of duties on all staff effectively to safeguard young people.
12. Ability to support the development of youth provision outside the core hours of education.

13. Ability to support the Project Co-ordinators in organising and supporting educational visits, sporting activities and other off-site activities. This includes ensuring the necessary documentation is completed.
14. A commitment to your own professional development and the willingness to undertake training when required.
15. Ability to work flexibly to support the Pupil Referral Unit, its staff and users.

Personal Style and Behaviours

1. Flexibility to work at a variety of locations if required at the discretion of the Head of the PRU.
2. Tact and diplomacy in all interpersonal relationships with young people, colleagues, partners and the public.
3. An inclusive team player who fosters partnerships and collaborative working.
4. Discretion in dealing with confidential and sensitive issues
5. Personal commitment to continuous professional development, undertaking all relevant training.
6. Personal commitment to excellence in service delivery.
7. Flexibility to adapt to changing workload demands and new organisational challenges.
8. To display a positive approach to achieving practical solutions to equality and diversity.
9. Willingness to work outside of core hours of education when required, including evenings, weekends, school holidays and residentially.
10. Willingness to comply with all Manchester Secondary PRU and City Council policies and procedures.
11. Willingness to consent to and apply for an enhanced disclosure check.