



WILLOW TREE
Academy



JOB DESCRIPTION **LEAF Centre Manager**

Name:

Post Title: LEAF Centre Manager

Grade/Salary: £32,916 - £45,352 (*experience dependent*)

Responsible to:

This post is full time

Main Purpose of the Role

To provide strategic leadership and day-to-day management of the LEAF Centre, taking responsibility for the operation of provision for Academy pupils and commissioned places. This hybrid role combines high-level Centre management with active teaching responsibilities and intensive pastoral support for pupils facing significant Social, Emotional, and Mental Health (SEMH) barriers to learning. The Manager will promote pupil wellbeing, advocate for inclusive practices, and build trusting relationships with families and external agencies to ensure successful 10-week turnaround cycles.

Key Responsibilities

1. Strategic Leadership and Centre Management

- Manage all aspects of the LEAF Centre's daily operations, ensuring a safe, stimulating, and nurturing environment.
- Line manage SEMH support staff and practitioners.
- Contribute to the Development & Improvement Plan, devising criteria to evaluate the success of interventions for pupils with complex needs.
- Work with Primary Inclusion panels to agree placements and coordinate with home schools to prepare pupils for successful reintegration or transition.
- Manage delegated budgets and identify the resources required to sustain and embed high-quality delivery.

2. Teaching, Learning, and Assessment

- Plan, design, and deliver an innovative, dynamic, and active curriculum based on the National Curriculum, specifically tailored to the complex needs of SEMH pupils.
- Plan, prepare, and assess work in line with academy policies, maintaining a portfolio of moderated examples to ensure high standards.
- Take accountability for tracking pupil progress by collecting and monitoring data before, during, and after interventions to measure impact.
- Undertake regular work scrutiny to evaluate the extent to which curricular targets and objectives are being met.

3. Intensive Pastoral Support and Mentoring

- Act as a listener, motivator, and role model, delivering specialised 1:1/group programmes for pupils experiencing anxiety, bereavement, low self-esteem, or anger management issues.
- Provide immediate, frontline de-escalation support for children in high distress, utilising positive behaviour management techniques to reduce the risk of exclusions.
- Plan and evaluate Emotional Literacy (ELSA) intervention programmes, teaching pupils self-regulation techniques and providing the vocabulary to understand their emotions.
- Coordinate small-group sessions, such as conference circles, to help children navigate peer relationships and social skills. Plan and facilitate structured nurture groups during lunch and break times.

4. Safeguarding, Attendance, and Multi-Agency Liaison

- Monitor daily attendance, identifying correlations between poor attendance, safeguarding risks, and social barriers.
- Ensure rigorous enforcement of safeguarding and confidentiality procedures, reporting concerns directly to the DSL at home school via telephone and log concerns.
- Work in partnership with schools and agencies such as MIND or Early Help to formulate comprehensive individual SEMH Plans.

5. Community and Celebration

- Mentor pupils to promote mental health awareness.
- Implement innovative reward systems to promote a culture of success.
- Lead the promotion of community planning parent celebration/engagement activities focused on pupil wellbeing.

Any other duties that the CEO/Head Teacher may from time to time ask the post-holder to perform.