

Job Description

Academy:	Leeds East Academy
Job Title:	Moved Room/ Seclusion Supervisor
Grade:	B3 18-21 £ 18,780 - £20,541, Pro Rata £15,991- £17,490 Term Time only plus 5 days
Accountable to:	Safeguarding and Inclusion Leader

Role:

Purpose of job: To contribute to the key objective of the Academy Development Plan, 'Ensuring that all students have a positive attitude to learning' and 'Positive Behaviour is applied consistently across the Academy'.

The Moved Room/ Seclusion Supervisor will be focussed on engaging and supporting pupils who need particular help with behaviour management to overcome barriers to learning. Part of this role will be to manage moved room and share the responsibilities of Seclusion working with students who have been referred to help understand and develop techniques allowing them to be successful.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

Moved Room Requirements:

- Supervising students who have been removed from lesson. Such students will be referred without notice by Year Managers and Teachers during lesson times and will only remain in moved room until the end of the current lesson
- At times when the unit is empty, the moved room supervisor will assist in seclusion and on call with the behaviour team as well as other learning support bases
- Recording all aspects of behaviour, work completion, further sanctions etc. on SIMS and Behaviour Watch as required by the Behaviour Modification Leader
- Close liaison with Year Managers around behaviour and target students, work with students in moved room to build trust and positive relationships to reduce removals from lessons
- Organise students to do the work set

- Maintain maximum control while students work silently
 - Maintain a record of pupil behaviour while in the unit
 - Provide cover in other provisions as required
 - Liaise with all departments to ensure work is ready for students who have been removed from lessons
 - Organising admin for the after school detentions
 - Track removals from lessons and create data to share as required
 - Create resources for students to complete with the guidance of subject teachers
 - Create a calm and positive environment for student to enter ensuring they make the right decisions
 - Maintain statistics regarding use of emergency removal and report as required
 - Take a key role in Supporting and Safeguarding our students
 - Participate in duties and lesson change of if moved room is not required
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Seclusion Requirements

- To provide continuous supervision of the students within the seclusion room ensuring that they work productively and safely
- To encourage students to reflect on their behaviour and to accept responsibility for their actions
- To log behaviour incidents on SIMs, complete a daily behaviour log and contribute to a half termly behaviour report
- To liaise with subject teachers when appropriate, gaining key information about units of work in order to provide work that is age and ability appropriate for students in the seclusion room
- Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills
- To contribute to extra-curricular activities in order to provide further opportunities for pupils' social and cultural development

- Identify patterns/trends of repeat referrals and regularly provide accurate data to inform the academy behaviour tracker
- The supervision of students in the seclusion room at break and lunch time, having pre-ordered packed lunches if necessary
- To implement strategies to support pupils with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence
- To establish productive working relationships with students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills
- To set high personal standards of classroom practice to encourage effective learning and promote high standards of achievement, behaviour and discipline
- To encourage students to interact with others in a positive manner
- To provide information and advice to enable students to make appropriate choices about their own learning and behaviour
- To undertake structured and agreed learning activities, including those linked to individual education plans and national learning strategies, adjusting activities according to pupil responses and particular needs, in order to maximise student access to the curriculum within an inclusive setting where appropriate
- With appropriate training attend to students personal needs, including pastoral, social, health, physical, hygiene, minor first aid and welfare matters including the delivery of therapy and programmes of work as directed by specialist agencies
- To assist with the dispensing of medication with appropriate training and under the supervision of medical staff where necessary
- To be aware of and support differences. Challenge and motivate students, reinforcing self-esteem and promoting the inclusion and acceptance of all students
- To provide objective and accurate feedback and reports, as required, to other staff on students' achievement, progress and other matters. Ensure the availability of appropriate evidence
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to academy and community links

Other duties

- ◆ To carry out morning, break, lunch and after school duties as required by the leadership team.
- ◆ Carry out any other duties as directed by the Principal.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce that reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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