



THE CHARLES DICKENS SCHOOL

Name:

Job Description: RU and SRU Manager (x2)

Grade: KR6

Employed for: 37 hours per week, term time only + 2 SDDs

Hours: 08.00 – 16.00 Mon – Thurs, 08.00 – 15.30 Fri (to include 30 minutes unpaid lunch break)

Responsible to: AHT: Pastoral Care (Safeguarding and Attendance)

Responsible for: **Supporting students with challenging behaviour.**

Purpose

To manage the day to day teaching and organisation of the School Referral Unit and Referral Unit

Necessary Experience

- Good standard of Education (Level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with children
- Ability to use basic technology (computer, email, photocopier etc)
- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

Person Specification

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model
- Positive and reliable
- Realistic
- Patient

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Conditions

- The RU and SRU manager will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Head of School.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

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Signed.....