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

Accountabilities	Indicative tasks/actions
Accountabilities	 To be responsible for the day to day organisation and progress of students in the School Referral Unit. To liaise with Subject Teachers to ensure that students in the School Remove Unit follow the appropriate Curriculum. Liaise with the Assistant Headteacher: Pastoral Care in the behaviour management of students in the School Referral Unit. To provide written reports for any relevant agencies in regard to students in the School Referral Unit. To be responsible for promoting a working atmosphere that is
Managing the SRU	 conducive to promoting academic progress and positive behaviour. To liaise with Subject Teachers to support the behaviour of students when they return to mainstream education. To provide learning opportunities outside the School Referral Unit. To use Restorative Approaches to provide opportunities for students to reflect on their actions both within the School Referral Unit and then once they return to mainstream lessons. To keep accurate records pertaining to the School Referral Unit as required by the Assistant Headteacher: Pastoral Care and Head of School
	 To manage all resources in regard to the School Referral Unit. Maintain regular contact with pastoral staff and parents to advise of progress or concerns.
Managing the RU	 To liaise with the Assistant Headteacher: Pastoral Care on a regular basis in regard to the Removal Unit. To support student learning while in the Removal Unit. To keep accurate records pertaining to the Remove Unit as required by the Assistant Headteacher: Pastoral Care and inform the relevant parties
	 Collect students booked into the RU each day. Mark detentions at the end of the day as attended or missed. Reset detentions and telephone home. Notify parents if their child will be in the RU. Maintain records of students who are in the RU on a daily basis.
	 Set RU detentions in SIMS. Run the 90 minutes after school detentions. Escort students in the RU to early lunch. Create a detentions template each day in SIMs for staff to add students to.
General	 To follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student. To maintain strict confidentiality with regard to both the staff and students within and outside of the school. To use SIMs to monitor attendance of students To develop programmes of work that are "student specific" for students to complete while they are in the SRU. Challenge and motivate students to promote and enforce high levels of self-esteem, emotional wellbeing and attitude to learning. Support students management strategies and the policies of the

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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