



## City of London Academy (Southwark)

### Job Description

#### Inclusion Room Coordinator

<b>Grade</b>	JE6
<b>Salary</b>	£24,468 - £27,641 (894 – 904), 39 weeks per year, Monday - Friday
<b>Responsible to</b>	Vice Principal
<b>Job Purpose</b>	<p>To coordinate and staff the Internal Removal Room and after school detentions at the academy.</p> <p>To work with school staff and other agencies to provide support to pupils, inside the school setting, who need help overcoming barriers to learning, where behaviour and attendance issues are a cause for concern.</p>
<b>Key Accountabilities</b>	<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>• Manage the day to day running of the Inclusion Room (excluding planned breaks)., ensuring that pupils are effectively supervised and that impeccable standards of behaviour are maintained</li> <li>• Ensure that pupils are engaged with their learning and provide appropriate support and guidance to pupils in completing their work whilst in the Inclusion Room</li> <li>• Develop positive relationships with pupils and staff to assist pupil progress, attainment and the development of their social, emotional and interpersonal skills</li> <li>• Arrange for the effective collation of work for pupils whilst in the Inclusion Room and its return to staff on completion</li> <li>• Liaise with teaching staff to maintain a high quality bank of learning resources for emergency use</li> <li>• Keep attendance and behaviour records for students in the Removal Room. Maintain accurate records, including updating SIMS, on pupil referrals to the Inclusion Room and tasks undertaken by students and prepare reports for SLT and Governors</li> <li>• Communicate with parents by mail and telephone and meet with them as appropriate in line with the behaviour policy</li> <li>• Respond effectively to any behaviour incidents that take place involving Academy pupils.</li> <li>• Update records of students involved in detentions.</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• Staff the after school detentions alongside academy colleagues.</li> <li>• Participate in the assessment of all pupils involved in the Removal Rooms or Detentions in order to identify those who need extra help in overcoming issues relating to attendance and behaviour.</li> <li>• Work in partnership with all school staff responsible for the students receiving support and intervention, seeking to reach acceptable outcomes that meet the needs of the student, overcoming the behaviours and attitudes that inhibit their progress at school</li> <li>• Liaise with all relevant staff in the management of internally</li> </ul>

	<p>excluded students</p> <ul style="list-style-type: none"> <li>• Work in partnership with the Heads of Learning to develop effective strategies to remove barriers to learning</li> <li>• Work in partnership with the Heads of Learning and the student voice in developing support for improving behaviour of students.</li> </ul> <p><b>Support for the School:</b></p> <ul style="list-style-type: none"> <li>• To work collaboratively with colleagues as part of a professional team, to promote positive values, attitudes and behaviour for learning to improve learning capacity of all pupils</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>• To support the promotion of positive relationships with parents, carers and outside agencies.</li> <li>• To work within school policies and procedures</li> <li>• Attend and participate in regular meetings and staff training as required.</li> <li>• To assist in providing an atmosphere in which effective learning can take place.</li> <li>• To be aware of the confidential nature of issues related to home/pupil/teacher/school work</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Undertake such other duties as reasonable correspond to the general character of the post and commensurate with roles of this level within the Academy</li> </ul>
<b>Statutory</b>	<ul style="list-style-type: none"> <li>• To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school</li> <li>• To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning</li> <li>• To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives</li> <li>• To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity</li> </ul>
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



## City of London Academy (Southwark)

### PERSON SPECIFICATION

#### Inclusion Room Coordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Minimum grade C in GCSE English Language and Maths</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience of successfully working with 11-16 year old pupils and their parents</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with young people with complex behavioural needs</li> </ul>
Ability/Skills	<ul style="list-style-type: none"> <li>The ability to communicate effectively, both through speaking and writing to a variety of</li> <li>audiences.</li> <li>The ability to provide effective support to staff, as well as being approachable, reliable and</li> <li>confidential</li> <li>The ability to work in a fast-paced environment, responding effectively to changing demands</li> <li>and circumstances</li> <li>The ability to work independently and as a part of an effective pastoral team</li> <li>The ability to work effectively with a range of people, including pupils, staff, parents and external</li> <li>agencies</li> <li>The ability to manage challenging behaviour constructively and consistently using a range of</li> <li>strategies</li> <li>The ability to communicate with and motivate young people</li> <li>The ability to plan and review strategies used to support students</li> <li>Efficient and effective administrative and organisational skills - including the use of IT for communication, record keeping and data analysis</li> <li>Effective time-management skills with the ability to prioritise and use initiative and common sense</li> </ul>	<ul style="list-style-type: none"> <li>ICT skills</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• Build and maintain quality relationships through interpersonal skills and effective communication</li> <li>• Firm, no-nonsense, no-excuses approach to behaviour management</li> <li>• Be approachable and person centred</li> <li>• Maintain a commitment to further professional training and development and the ability to learn from experience and continually strive to improve</li> <li>• Show a good commitment to sustained attendance at work</li> <li>• Inspire trust and confidence across the school and community</li> <li>• Demonstrate a capacity for sustained hard work with energy and vigour</li> <li>• Ability to work hard and be able to do so under pressure, prioritising appropriately, and maintaining good humour</li> <li>• Demonstrate resilience and optimism</li> <li>• Be a positive role model at all times and a highly effective and respected representative of the Academy</li> <li>• A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure</li> <li>• Willing to participate in the life of the school and contribute to the extra-curricular programme</li> <li>• To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy</li> </ul>	
-----------------------	---	--