

### Job Description

<b>POST TITLE:</b>	Internal Provision Supervisor
<b>GRADE/ SALARY:</b>	Grade 5 SP 12 (Term time only Pro rata)
<b>HOURS/WEEKS:</b>	36 hours per week x term time (40 working weeks)  8:30am - 4:30pm
<b>RESPONSIBLE TO:</b>	Assistant Headteacher Behaviour and Attitudes/ Internal Provision lead
<b>RESPONSIBLE FOR:</b>	Students in the internal provision areas
<b>PURPOSE OF THE JOB:</b>	<ul style="list-style-type: none"> <li>• To assist in the delivery of a high-quality restorative and reflective provision for students who have been removed from mainstream lessons on a temporary basis.</li> <li>• Contribute to the coordination of programmes of support for students referred to the Internal Provision.</li> <li>• Liaising with the Pastoral Team and Behaviour Support Team to monitor and improve the behaviour of students who are experiencing difficulty with aspects of school life.</li> <li>• To provide short term programmes of study to ensure students complete classwork required to enable successful reintegration into mainstream classes</li> <li>• To implement restorative programmes to preventing the recurrence of behaviour that will lead to further sanctions.</li> <li>• To work closely with families, carers and external agencies to optimise the conduct, learning and achievement of students.</li> <li>• To evaluate the impact of intervention and report to the senior team and the governing body.</li> </ul>
<b>RELEVANT QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• 4/5 GCSEs including English and Maths</li> <li>• Relevant qualifications in education or working with children e.g. Level 3 qualification in a relevant area (mentoring, coaching, SEND)</li> </ul>
<b>SPECIFIC DUTIES AND RESPONSIBILITIES:</b>	<p>The post-holder, must at all times, carry out their duties and responsibilities within the spirit of school policies and within the legislative framework applicable to academies.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• To assist in managing the Internal Provision areas on a daily basis for students removed from mainstream lessons in the school day and after school.</li> <li>• Demonstrate skills in de-escalation and model the school values of pride, respect and kindness.</li> <li>• Organise individual daily programmes of study which encourage and allow students to work independently or in</li> </ul>

	<p>small groups.</p> <ul style="list-style-type: none"> <li>• Work with students on a 1:1 capacity to maximise academic progress whilst they are removed from mainstream lessons</li> <li>• Take a lead role in managing the smooth effective transfer of students back into mainstream lessons. Provide information and advice to enable students to make positive choices about their own learning, behaviour and attendance.</li> <li>• Communicate with parents and carers as and when required to discuss behaviour and further intervention and subsequent follow up.</li> <li>• Set clear expectations and boundaries for students in the schools internal provisions.</li> <li>• Demonstrate a consistent approach to create and sustain a controlled, orderly environment</li> <li>• Work in conjunction with Deputy Head and Assistant Headteacher, Behaviour Support, Pastoral and Inclusion Team and Safeguarding officer to update pastoral support plans as necessary.</li> <li>• Mentor a selected group of students.</li> <li>• To carry out after school patrols where appropriate to encourage safety in the community.</li> <li>• Ensure reward and praise initiatives are followed</li> <li>• To provide cover for student support where necessary</li> </ul>
<b>ADDITIONAL DUTIES:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage students to follow this example.</li> <li>• To attend all relevant meetings and contribute to decisions about additional support specific students may need.</li> </ul>
<b>OTHER SPECIFIC DUTIES:</b>	<ul style="list-style-type: none"> <li>• To continue professional development.</li> <li>• To engage actively in the appraisal and development process.</li> <li>• To undertake any other duties as specified by the Headteacher not mentioned above.</li> </ul>



