

Job Title:	Inclusion and Behaviour Room Manager
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	St James School
Responsible to:	Assistant Head of Year
Salary grade:	Grade D
Working pattern:	Full-time/Term time only – 37hrs p.w./39 wks p.a.

Key purpose of job

- To support the Assistant Head of Year with ensuring the smooth management of the Behaviour Room and to support and address any pastoral issues as they arise.

Anticipated outcomes of post

- Students are supported to maximise their learning and progress at school whilst in the Behaviour Room, and are mentored to support their return to lessons without repeat behaviours

List key duties and accountabilities of the post

- Manage the Behaviour Room effectively, keeping behaviour and safeguarding standards high.
- Support the Heads of Year with investigations of behaviour incidents, collecting statements and ensuring that students are able to put their points of view across
- Liaise with colleagues, students and parents daily regarding inclusion and support.
- Support challenging students to behave appropriately and respectfully.
- Support the pastoral leadership team with administrative support and lead on the collation and analysis of all pastoral data
- Use initiative to respond quickly in situations to reduce and resolve conflict with students
- Support the Assistant Head of Year in all of the above on a day to day basis

Budgetary / Financial Responsibilities of the post

- None

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any school in the Ted Wragg Multi Academy Trust.

Other Duties

- To undertake additional duties as required, commensurate with the level of the job.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Person Specification

	Essential / Desirable	Evidence
Demonstrate a passion for supporting young people and their families	E	I
Demonstrate an ability to motivate young people	E	I
Have excellent time keeping	E	R
Work to strict timescales	E	I, R
A good sense of humour and resilience when facing difficult situations	E	A, I, R
Excellent communication skills, both verbal and written, with a diverse range of people of various levels	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
Flexibility and adaptability	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R
Accuracy and attention to detail	E	A, I, R
Competent in the use of Microsoft Office package and SIMS	D	I,R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - References