



JOB DESCRIPTION: SUPERVISION ROOM MANAGER
SALARY RANGE: GRADE F (SCP 17-22)
WEEKS PER ANNUM TTO + 5 DAYS
RESPONSIBLE TO: ASSISTANT HEADTEACHER - BEHAVIOUR



JOB PURPOSE: To manage the day to day running of the supervision room, ensuring that students are effectively supervised and that high standards of behaviour are achieved.

Maintain a calm and positive environment in which students can learn and demonstrate the learning and behavioural standards we expect at Denton Community College.

Ensure students and staff are aware of the procedures and expectations whilst in the room and when necessary reinforce the reasons for the sanction.

COLLEGE VALUES:

The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of Diligence, Courtesy and Consideration.

RESPONSIBILITIES SUPERVISION MANAGER

- To manage the day to day running of the supervision room, ensuring that students are effectively supervised and that high standards of behaviour are achieved
- Maintain a calm and positive environment in which students can learn and demonstrate the learning and behavioural standards we expect at Denton Community College
- Ensure students and staff are aware of the procedures and expectations whilst in the supervision room and when necessary reinforce the reasons for the sanction
- Communicate with staff the daily supervision register
- Ensure Students have access to online learning resources including but not limited too such as GCSEPOD, SENECA learning and MATHSWATCH
- Be responsible for ensuring there is work provided by staff and ensuring that all work is effectively distributed to students, where applicable returned to staff the end of each day as this will ensure that the meaningful learning that has been completed can be marked and not lost
- Be responsible for reporting to the Assistant Headteacher for any issues with the work provided, either in quality or quantity
- Communicate and support students with completing work as appropriate Job Description
- To support the pastoral team through ensuring statements about incidents and restorative work is completed
- Provide feedback and encouragement to students in relation to their progress whilst in supervision
- Maintain appropriate administration, recording of incidents, creating reports on usage and analysing the supervision data on SIMs and CLASSCHARTS
- Manage the upkeep of the room, including signage and resources
- Promote positive values, attitudes, behaviours and motivate students to have high levels of self-esteem, be able to regulate their own behaviour and achieve their very best for their ability
- To liaise with parents / carers where appropriate to reinforce behaviour and pastoral care for the students
- To attend meetings specific to the pastoral system (especially supervision) to contribute to improving systems and procedures
- To support student management strategies and policies of the school and to undertake other duties (if the supervision room is not in use) e.g. MBWA, mentoring, in-class behaviour support.

RESPONSIBLE TO:

- Assistant Headteacher – BEHAVIOUR
- Deputy Headteacher – PASTORAL
- Headteacher

LINE MANAGED BY:

SUPERVISION MANAGER JOB DESCRIPTION

<p>Main Core Duties:</p>	<ul style="list-style-type: none"> ● To model expected routines (Be DCC) and effective Behaviour Management. ● To maintain appropriate standards of behaviour around the College and in the SUPERVISION room, in accordance with College policy to ensure a safe, orderly and purposeful learning environment. ● To identify and introduce new and innovative approaches to the promotion of positive behaviours. ● To work with staff and students throughout the College to secure sustainable improvements in attitudes and behaviour. ● To liaise with the College’s SEND team to provide behaviour updates, feedback and analysis data when required. ● To liaise with PASTORAL Team and attend relevant meetings when required. ● To develop restorative practices across the College to support behaviour improvement and improve relationships between students and staff. ● To undertake MBWA (Management By Walk About) duties as directed by their line manager when SUPERVISION isn’t operational. ● To contribute to the implementation of the associated behaviour plans. ● To log, monitor and analyse ‘MBWA’ information, supervision information and update the PASTORAL Team and the relevant colleagues (e.g. SLT) where necessary. ● To contribute in the production of exclusion files & reports in the event of a permanent exclusion (PEX).
<p>Working with Students:</p>	<ul style="list-style-type: none"> ● To ensure students are aware of the College' systems & procedures that support the management of behaviour. ● To challenge and motivate students in meeting the College’s expectations regarding attitudes & ethos, which includes behaviour. ● To promote & support students in developing & maintaining high levels of self-esteem. ● To work with individuals and groups of students to support learning activities and develop behaviour for learning. ● To support students who are returning from exclusion in re-engaging with the classroom and monitor the implementation of the associated behaviour plans. ● To manage a cohort of students who require behaviour, emotional and social intervention (Identified through consultation with their line manager). ● To provide appropriate support and response in relation to safeguarding disclosures from students.
<p>Working with Staff:</p>	<ul style="list-style-type: none"> ● To work closely with form tutors, class teachers and the SENCO to identify students within each class who require specialist behavioural intervention. ● To work with colleagues and the senior leadership team to identify potential whole College CPD requirements regarding behaviour management. ● To respond to staff requests for behaviour support in lessons, advising on strategies, removing students and following up as necessary. ● To provide support for staff through the writing of behaviour plans to ensure a consistent, yet individualised approach to addressing student behaviours. ● To provide specialist advice to staff in relation to setting behaviour targets and monitoring the use and effectiveness of individual behaviour plans.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> ● To assist in the review of existing behaviour / pastoral systems to ensure a sustainable model moving forward.

Management of Information:	<ul style="list-style-type: none"> To undertake a analysis of behaviour data (Positive & Negative) to identify trends and patterns for those students who attend supervision To contribute the preparation of behaviour reports for Governing Board Behaviour Panel meetings.
Communication :	<ul style="list-style-type: none"> To work with staff to ensure all behaviours are appropriately communicated and discussed with parents. To submit half-termly analysis reports regarding supervision referrals for their line manager (This information will be submitted to the Governing Board as part of the Headteacher's Report). To communicate findings of any analysis undertaken with their line manager.
Marketing & Liaison:	<ul style="list-style-type: none"> To contribute to the College liaison and marketing activities (e.g. the collection of material for press releases).
Management of Resources:	<ul style="list-style-type: none"> To identify resource needs and to contribute to the efficient and effective use of physical resources with regards to supervision management & Intervention.
Pastoral System:	<ul style="list-style-type: none"> To support the implementation of supervision management procedures so that effective learning can take place in the supervision room
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

OTHER SPECIFIC DUTIES

- To actively promote the College's corporate policies.
- To actively engage in any appraisal & performance management processes implemented by the College.
- To actively engage in any professional (personal) development activities (whole College or individual) as identified by their line manager.
- To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Board and Denton Community College.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to all stakeholders and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-College staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

LAST UPDATED

AUGUST 2023