



SMITHILLS SCHOOL

SUCCESS FOR ALL



RE-INTEGRATION MANAGER

CANDIDATE INFORMATION

OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY

www.smithillsschool.net



Smithills School

JOB DESCRIPTION



School	SMITHILLS SCHOOL
Job Title	RE-INTEGRATION MANAGER
Grade	37 ½ HOURS PER WEEK TERM TIME ONLY PLUS 5 INSET DAYS 8.30AM – 4.30PM MONDAY TO FRIDAY GRADE F – SALARY RANGE POINTS 17 TO 23 £26,845 to £30,151 (for 52 weeks, 37 hours) ACTUAL SALARY WILL BE PRO RATA
Primary Purpose of the Job	To co-ordinate a school-based centre working with a small number of students who are being reintegrated back into mainstream school.
Responsible to	Assistant Vice Principal, Inclusion & Engagement Manager
Principal Responsibilities	To maintain a disciplined and controlled environment in which students complete a set package of work as part of their re-integration process.

MAIN DUTIES	
1.	Maintain a disciplined and controlled environment in which children will be both required and enabled to work hard and complete a set package of work as part of a re-integration package;
	Maintain contact with parents, holding an initial meeting and then advising them of the behaviour and progress of their child;
	Liaise with subject, pastoral, behaviour and learning support staff and external agencies, if appropriate, to plan individual study units of work for students in the centre;
	Prepare individual programmes for children assigned to the centre to include, as appropriate, mentoring, counselling, behaviour modification, reparation;
	Facilitate students in confronting the reasons for their being placed in the centre;
	Complete a brief daily report for each student and circulate this to the Senior Leadership Team, as and when deemed appropriate;
	Complete a summary report at the end of each term and circulate this to the Senior Leadership Team and pastoral leaders;
	Maintain and develop reporting systems to ensure data is captured and reports produced for further analysis.

	Liaise with staff about the reintegration of students from the centre back into mainstream.
	Undertake intervention work with individuals or groups attending reintegration focussing on restorative practice to enable a smooth transition back into mainstream lessons.

2	Administration
	Maintain manual and computerised records/management information systems
	Produce lists/information/data as required e.g. student data
	Undertake administrative procedures e.g. photocopying, filing, faxing, e mail, complete standard forms and respond to routine correspondence
3	Resources
	Operate office equipment/ICT packages
	Provide general information to staff, students and others

4	Responsibilities
	Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Contribute to the overall ethos/vision/aims of the school
	Appreciate and support the role of other professionals
	Attend and participate in relevant meetings as required
	Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs. To be ready to share learning with others
	Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

September 2023

Smithills School

PERSON SPECIFICATION



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METHOD OF ASSESSMENT: Application and Interview

MINIMUM ESSENTIAL REQUIREMENTS	
1.	Skills and Competency
1.1	Ability to provide effective support during learning activities through use of appropriate strategies to motivate and challenge students
1.2	Ability to interact with, listen to and positively encourage students to learn
1.3	Ability to deal with and respond calmly and promptly to incidents, safeguarding issues and challenging behaviour, in accordance with role and responsibilities
1.4	Excellent numeracy and literacy skills
1.5	Ability to supervise children and young people safely, adapting the learning environment where required according to needs, abilities, and agreed procedures
1.6	Ability to apply agreed behaviour strategies, responding appropriately to incidents in accordance with role and responsibilities
1.7	Ability to provide constructive feedback on a range of issues to colleagues and other professionals
1.8	Ability to communicate effectively with young people and adults, adapting communications styles and approaches to individual needs, abilities and situations. Ability to foster positive relationships between young people and with other adults and to recognise and encourage resolution of issues
1.9	Ability to work effectively as part of a team through information sharing, feedback, problem resolution and support
1.10	Ability to use self evaluation and reflection to learn and develop practice
1.11	Understanding of inclusion, especially within a school setting
1.12	Experience of resources preparation to support learning programmes
1.13	Ability to operate ICT resources effectively, especially Microsoft excel
1.14	Ability to plan and deliver teaching and learning activities to complement, reinforce or extend teaching and learning
1.15	Ability to structure learning activities, select and prepare learning resources with due regard for ability, inclusion and diversity

1.16	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.
1.17	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.
1.18	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others
1.19	Health & Safety - Ability to identify risk to self and others
1.20	Confidentiality - To acknowledge the need to maintain confidentiality at all times

2.	Knowledge / Experience / Qualifications / Training etc
2.1	Knowledge and understanding of young people's expected patterns of development including physical, intellectual, social, emotional and behavioural development
2.2	Knowledge and understanding of the relevant school curriculum and age-related expectations of students
2.3	Awareness of inclusion principles, impact of cultural, social and gender based influences on students and their implications for supporting teaching and learning activities
2.4	Knowledge & understanding of effective communication strategies to foster positive relationships
2.5	Awareness of safeguarding principles and safe working practices
2.6	Knowledge and understanding of procedures for maintaining appropriate pupil records
2.7	Knowledge & understanding of literacy & numeracy strategies
2.8	Excellent numeracy and literacy skills
2.9	Relevant experience of working with and/or caring for children within specified age range/subject area
2.10	Experience of resources preparation to support learning programmes

3.	Work Related Circumstances – Professional Values & Practices
3.1	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements

3.2	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.

September 2023

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including any which the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher

SAFEGUARDING CHILDREN – DISCLOSURE & BARRING CHECK

Exempt under the Exceptions Order to the Rehabilitation of Offenders Act 1974

You are advised that all jobs at Smithills School are subject to an Enhanced Disclosure Check via the Disclosure & Barring Service. This means that you are required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance including relevant dates.

When completing an application form you are asked to sign a form that the information you have provided about any criminal convictions is a true statement. A conviction will not necessarily be a bar to obtaining employment, BUT failure to disclose any of the above criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

Disclosure checks will only be sought from the Disclosure & Barring Service after a candidate has been provided with a provisional offer of employment. If you have subscribed to the Disclosure & Barring Service (DBS) update service please indicate this on your application form.

To protect your privacy when applying for a post, you can provide details of any convictions, cautions and bind-overs in a sealed envelope marked 'Private', for the attention of Lisa Muller, and return this with your completed application form. Please indicate on the application form if you have enclosed further information separately.

If you require any further information or have any questions, please contact Lisa Muller, Finance & HR Officer, at Smithills School on tel: 01204 842382, prior to submitting your application.