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## **JOB DESCRIPTION**

**Post Title:** On Call Manager  
**Scale:** C1 SCP 12-17  
**Accountable To:** Assistant Principal – Behaviour and Attitudes

### **Job Purpose:**

To ensure that throughout the academy there is a calm and orderly learning environment. To remove students from lessons where required and escort them to Isolation. To operate Pre-emptively to reduce instances of poor behaviour through the rigorous tracking of trends in 'On Call' requests. To support students in the modification of any behaviours which do not meet Academy expectations.

### **Key Responsibilities:**

- Enforce the expectations of PD at all times in the Academy.
- Monitor the school hallways throughout the day challenging where required any student who is out of lesson.
- Respond to requests for 'on call' in the Academy, visiting classrooms and removing students where required by the classroom teacher, allowing learning of other students not to be impacted by behaviour.
- Book students into the Isolation unit and engage where required in behaviour modification practices.
- Develop relationships with students needing particular support in order that academic and behavior progress targets are met.
- Support in the management of after school detentions.
- Assist the behaviour team in coordinating the re-integration of pupils back into mainstream lessons.
- Cover breaks and periods of illness in the school isolation unit where required.
- Implement strategies to support pupils with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence.
- Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
- Monitor carefully behaviour trends, ensuring that a preventative approach is taken to managing student behaviour.
- Visit lessons regularly to support students who have had a history of not meeting academy expectations.
- Provide training to colleagues across the Academy as directed by the Principal / Behaviour Leader.

### **General Duties:**

- Keep up to date records of all on calls requests.
- Develop and maintain an Academy 'hot spot' lesson rota, to allow prevention in student poor behaviours.
- Make a thorough report on all instances of on call ensuring that all relevant paperwork is completed.
- Provide support to the Administration Team as required.

- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

**Accountability Key Performance Indicators:**

- Accountable for delivering a reduction in the number of lesson removals through early intervention work.
- Accountable for ensuring that on call requests are actioned within an agreed timescale.

**Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*