ORMSKIRK SCHOOL

Job Description

**Role:** Respect Centre Manager

**Grade:** NJC Grade 7 SCP26-31

**Salary:** £23,398-£27,668 pro rata

**Responsible to:** Assistant SENCO and SENCO

**Hours:** 32.5 hours per week, term time plus 2 weeks

**BRIEF SUMMARY:**

The Respect Centre manager will work under an agreed system of supervision, supporting the Assistant SENCO as a part of a professional team, planning their role in lessons, preparing, differentiating, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes.

The Respect Centre manager will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise. They will advise and support staff in a specialist area within the school and co-ordinate the work, management and development of other Teaching Assistants. The appointee will also contribute to the assessment process for an identified group of students which will involve communication with parents and outside agencies. These students will be identified by the Learning Support Team as needing a period of assessment and intervention due to persistent disruptive behaviours that prevent access to the curriculum.

**PURPOSE OF JOB:**

**In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

# Support for Pupils

* To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
* To work with the Assistant SENCO and SENCO in developing and implementing pupil's Individual Educational Plans.
* To support pupils as part of a planned inclusion programme.
* To develop positive relationships with pupils and staff to assist pupil progress and attainment.
* To monitor and evaluate pupil responses to learning activities.
* Within an agreed system of supervision, to plan challenging teaching and learning objectives.
* To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
* To undertake day to day responsibility for reintegration of identified students into the mainstream curriculum.
* To undertake classroom administrative tasks.
* To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
* To produce lesson plans and worksheet plans.
* To administer pupil work experience where necessary**.**
* To undertake marking of pupils work and record achievement.
* To administer/mark tests and invigilate examinations.

**Support for the School**

* To organise and manage a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships with parents and outside agencies.
* To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
* To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
* To support the provision of out of school learning activities within guidelines established by the school.
* To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
* To work within school policies and procedures.
* To attend staff training as appropriate.
* To take care of their own and other people's health and safety.
* To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
* To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
* To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
* To assist in the identification and delivery of development needs.
* To ensure effective communication arrangements.
* To co-ordinate the utilisation of volunteer helpers.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

* To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
* To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.
* To support the use of ICT in learning activities.

**General Duties:**

• To participate in arrangements for professional self-development

• To participate in meetings with colleagues appropriate to duties

• Any other reasonable duties, as requested by the School Business Manager, the

 Headteacher or other members of the Leadership Team.

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| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |

*The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Ormskirk School will expect to revise the job description from time to time and will consult post holders at the appropriate time.*

***Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory DBS enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.***