



## **JOB DESCRIPTION**

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

### **Job Purpose:**

To ensure there is a calm, orderly learning environment during all on-call sessions (room removal with dedicated reflection and engagement time) within the academy.

To ensure a reflective and restorative approach is fully implemented during on-call sessions.

To facilitate the removal process of students into on-call who do not meet classroom expectations.

To operate pre-emptively to reduce instances of poor behaviour through the rigorous tracking and analysis of trends for 'on-call' requests.

To proactively support students in the modification of any behaviours which do not meet Academy expectations.

### **Key Responsibilities**

- Enforce the expectations of APPD (Academy behaviour policy) at all times in the Academy.
- Directly oversee the effectiveness and management of all on-call sessions and the quality of restorative and reflective work during the sessions.
- Monitor the school corridors throughout the day, supporting and 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 the learning of other students to be free from low level disruption.
- Book students into the On Call room and engage where required in behaviour modification practices.
- Develop relationships with students needing support in order for academic and behaviour progress targets to be met.
- Support in the management of after school detentions.
- Assist the behaviour team in coordinating the re-integration of pupils back into lessons.
- 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.
- Carefully monitor behaviour trends, ensuring that a preventative approach is taken to managing student choices.
- 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 / Vice Principal/Assistant Principal.

### **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.

# GORSE

- 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 the safe and orderly running of the on-call room, enforcing high expectations and high standards.
- Accountable for delivering a reduction in the number (and in particular the repeat number) of lesson removals through early intervention and reflection/restorative 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.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## On Call Manager Person Specification

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5+ GCSE A* - C (or equivalent) including English and Mathematics.</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Knowledge of behaviour modification techniques.</li> <li>Knowledge of the social, emotional and mental health needs of young people.</li> <li>Good ICT skills</li> <li>A passion for education and making a difference.</li> <li>Excellent communicator.</li> <li>Effective team member.</li> <li>Drive and determination.</li> <li>Ambition.</li> <li>Energy, enthusiasm, sense of humour.</li> <li>Willingness to contribute to the wider life of the Academy.</li> </ul>	<ul style="list-style-type: none"> <li>A good understanding of Positive Discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience working in a secondary school.</li> <li>Experience supporting students to improve behaviours</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within the behaviour team of a large secondary school.</li> <li>Experience managing behaviour in a secondary school.</li> <li>Experience supporting students to overcome personal barriers to academic success.</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Experience providing training to others.</li> </ul>
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> </ul>	

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