

JOB DESCRIPTION – Head of Internal Exclusion Room

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Assistant Principal
Scale: Grade 5
Hours: 37 hours per week term time only
8.15am - 4.15pm (Monday - Thursday) 8.30am – 4.00pm (Friday)

Job Purpose

To support the Academy Behaviour system by

- Supporting the establishment of the Internal Exclusion room through systems and effective consultation and planning
- Ensuring high quality communication with staff and parents
- Supporting the house head in striving for personal excellence to be developed by all pupils.

Key Tasks and Responsibilities

- To work with Senior leaders in developing an effective system for providing school based internal exclusion facilities
- To liaise with parents and families when students are in the unit on the same day or previous day if possible so that they are aware of the sanction
- Arrange for collection of work if appropriate and ensure that completed work is returned to the class teacher
- Assist with the planning, review and acquisition of resources for use in the inclusion rooms
- To ensure that all staff know on a daily basis which students are in the unit
- To support House Heads as appropriate when the unit is not needed
- Assist with the planning, review and acquisition of resources for use in the inclusion rooms.
- Monitor, record & review progress of students at all stages as requested.
- To liaise with Pastoral leaders and directors of teaching and learning as appropriate
- Ensure the health, safety and welfare of students is maintained at all times
- Provide literacy/numeracy support as appropriate
- Contribute to the overall ethos, aims and work of the Academy
- Participate in appropriate school-based meetings and training activities.
- Undertake any administrative duties relevant and appropriate to this post.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data Protection Guidelines

Other

- To work positively as part of the support staff team.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

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Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests. **Job Description Reviewed By: C. Turpin (November 2017)***

Person Specification

Education & Qualifications

- GCSE or equivalent including Maths and English at Grade C or above
- GCE Advanced Level or equivalent qualification
- Evidence of higher-level qualification is also desirable.

Relevant Experience

- Evidence of recent management and organisational experience with people
- Ability to present information to a variety of audiences
- Experience of working with children

Knowledge and Understanding

- Ability or potential to use and interpret data
- Ability to find solutions to complex problems.

Skills

- Ability to relate to teachers, other professionals, parents and pupils
- Ability to work as a member of a team and work on their own initiative
- Excellent IT skills including Microsoft Word & Excel
- Commitment to school improvement and raising achievement for all students
- Ability to remain positive and enthusiastic when working under pressure.

Other

- Ability to relate to and promote the ethos of the school

- Willingness to undertake training as required
- Excellent attendance and punctuality

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

