

JOB DESCRIPTION

Post title: ***AIR & Exit Room Co-ordinator (Maternity Cover)**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Academy Isolation Room*

Accountable to:	Director of Student Services
Grade:	H3 SCP 14-17
Pro Rata Salary:	£8,092.35 to £8,547.47 p.a. inclusive of Fringe Allowance, pro rata
Hours:	20 hours per week, term time only plus INSET Monday to Friday 12 to 4pm
Contract Type:	Fixed Term (3 January 2018 to 27 July 2018)

JOB OVERVIEW

- **To co-ordinate the AIR and Exit Room**
- **To supervise students in the room**
- **To co-ordinate work and liaise with subject teams**

1. Key roles and responsibilities

- Manage the AIR and Exit Room and ensure there are effective strategies in place for maintaining a purposeful learning environment and promote good behaviour.
- Plan for and support the quality of student learning and progress in the room. Maintain a comprehensive bank of work for each year group/key stage.
- Enter data on SIMs and run relevant Exit Room reports.
- Ensure that parents are contacted when students arrive in the Exit Room.
- Share AIR/Exit Room information with all staff via daily email updates.
- Liaise with the Pastoral team to plan suitable interventions according to the academy behaviour system. Ensure all interventions bring about outstanding student progress.
- Work with relevant teaching/support staff to meet individual needs of students.
- Liaise with families, outside agencies and academy staff where appropriate.
- Arrange/attend meetings as discussed with the Pastoral team, which are designed to support pupils in improving their behaviour.
- Maintain the AIR/Exit Room so that it is orderly and organised. Ensure wall displays are current and appropriate.
- Keep relevant records up to date and provide data as required.

2. Other Duties and Accountabilities:

- Responsible for liaison with parents, governors, staff, students, members of

the general public and external agencies, in a professional and efficient manner

- To work co-operatively with support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders
- Attendance at team meetings where relevant
- To contribute to display and teaching resources
- To undertake such training as is necessary to operate the academy systems effectively and ensure that academy procedures are adhered to
- To be aware of and comply with the codes of conduct, regulations and policies of the academy and report all concerns to the Principal and/or relevant member of the Senior Leadership Team
- To ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- To work co-operatively and support the academy's Professional Review System and commit to your own continued professional development
- To promote the academy's ethos of being 'Proud to Belong' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy
- To undertake all other reasonable duties as requested by the Principal.

Date: _____ **Next review date:** _____

Signed (post holder): _____

Signed (line manager): _____

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

PERSON SPECIFICATION

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Education, Qualifications and Training	Essential	Desirable	How Identified
5 GCSE Grades A – C including English and Maths or equivalent	✓		Application
Child Protection training		✓	Application
Higher Level Teaching Assistant Qualification		✓	Application
Training pertaining to the role		✓	Application
First Aid qualification		✓	Application

Experience / Knowledge	Essential	Desirable	How Identified
Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour	✓		Application Interview
Knowledge of the key factors that affect the way students learn	✓		Application Interview
Knowledge of the key factors that affect the way students behave	✓		Application Interview
Knowledge of the impact behaviour has on learning	✓		Application Interview
Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas		✓	Application Reference Interview

Expertise	Essential	Desirable	How Identified
Experience of working with young people	✓		Application Interview
Ability to evaluate and monitor students' responses to learning and modify approach accordingly	✓		Application Interview
Ability to communicate accurately and effectively both orally and in writing	✓		Application Interview
Ability to organise own workload and to meet deadlines	✓		Application Interview
Ability to supervise and support the progress of students in a classroom environment	✓		Application Interview
Ability to make sensible decisions on own initiative	✓		Application Interview
Have experience of performance management of team members	✓		Application Interview
Experience of using Microsoft Office and Outlook packages		✓	Application Interview
Experience of working as a Teaching Assistant or equivalent experience of working with		✓	Application Interview

children or young people in a school environment			
Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour		✓	Application Interview
Knowledge of counselling or mentoring		✓	Application Interview
Experience of behaviour modification small group work		✓	Application Interview
Knowledge of one to one or group approaches to working with students		✓	Application Interview

Personal Attributes / Other Requirements	Essential	Desirable	How Identified
Enjoy working with young people	✓		Application Interview
Enthusiastic and always positive	✓		Application Interview
Solution orientated and resilient	✓		Application Interview
Practice leadership at all levels	✓		Application Interview
Use critical thinking, creativity and imagination especially in terms of supporting students to grasp concepts	✓		Application Interview
Able and willing to scrutinise own practice and to share good practice with others	✓		Application Interview
High expectation of self and all students	✓		Application Interview
Flexible approach to people and situations	✓		Application Interview
Able to work effectively on own initiative and with minimum supervision	✓		Application Interview
A good sense of humour	✓		Application Interview
Ability to communicate effectively and have the confidence and skills to establish rapport with young people	✓		Application Interview
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism	✓		Application Interview
Excellent punctuality and professional conduct	✓		Application Interview
Calm approach to delivering learning	✓		Application Interview
Determination to improve student understanding	✓		Application Interview
Ability to respond to challenging situations with control and measured responses	✓		Application Interview
Commitment to uphold and adhere to academy policies and procedures	✓		Application Interview

Commitment to uphold the academy's ethos	✓		Application Interview
Commitment to safeguarding and promoting the welfare of children and young people.	✓		Application Interview
List 99/DBS Clearance	✓		Application