



**Hartford Church of England
High School
ASR MANAGER
APPLICANT PACK
November 2023**



Hartford
Church of England
High School



Introduction

Introduction

We are delighted to welcome applications for the role of Alternative to Suspension Room (ASR) Manager at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

This new position of ASR Manager is a central role in our pastoral team, and the successful candidate will work alongside a group of professionals dedicated to the mental wellbeing and academic success of our students. Our ASR is a well-resourced room which is accessed by students from all year groups when they need to reset their behaviour or on return from a suspension. The purpose of the room is to enable students to continue with their education while they are re-regulating their behaviour to be fit for learning and is an integral part of the Behaviour and Attitudes Policy at Hartford Church of England High School.

If you believe that you have the skills and attributes to be the ASR Manager at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email head@hartfordhigh.co.uk or telephone 01606 786000. On behalf of all the staff and students at Hartford Church of England High School, we look forward to hearing from you and welcoming you to our school in the future!

Rachel Pickerill

Headteacher

Further Details:

ASR Manager - AAAE5204 (Permanent Contract)

37 hours per week (8:00am - 4:00pm Mon-Thurs & 8:00am - 3:30pm Fri), 39 weeks per year (term time plus inset days)

Grade 6 SCP 11 - SCP17 £25,979 - £28,770 pro-rata (Actual Salary Payable £22,317 - £24,714)

Required to start as soon as possible

Closing Date: Monday 20th November 2023.

Interviews: Thursday 23rd November 2023

Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk



Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Alternative to Suspension Room Manager at Hartford Church of England High School in accordance with the job title Teaching Assistant - Seclusion Unit AAAE5204 is:

1. To enhance the quality of teaching and learning across the school through the coordination and delivery of learning activities for students in the ASR. Ensuring that, through liaison with curriculum leaders and subject teachers, students can complete work in line with what they would be expected to do in lessons.
2. To liaise with teaching staff regarding the work completed by students in the ASR and the ways in which students have accessed this learning. This should enable teachers to make informed decisions when planning, both for delivery of lesson content in the ASR as well as future lessons so that children do not fall behind with their learning having not been in their lessons.
3. To supervise the learning of students within the ASR, ensuring they are safeguarded effectively. Supporting the social and emotional development of students in accordance with the school's Behaviour and Attitudes Policy through the implementation of behaviour repair programmes; this may include observing and supporting students in lessons.
4. To monitor the progress, achievements and development of individual students who have been placed in the ASR, contributing to pastoral support plans and evidence bases for future support and intervention.
5. To liaise with parents and carers where students have been placed in the ASR, to inform them of the progress that students have been making. Being a key point of contact for an individual student or cohort of young people, specifically liaising with parents, carers and other professionals regarding their behaviour, attitudes and wellbeing.
6. To record information about students' engagement, behaviour and attitudes within the ASR to ensure that the school's reporting systems are maintained and that information about students is accurately reported.
7. To mentor individual students who access the ASR more regularly to support their mental and emotional wellbeing. On a daily basis, monitoring the wellbeing of students who are placed in the ASR.
8. To prepare, coordinate and maintain learning resources for students in the ASR to allow them to access the full curriculum and enable a successful transition back to lessons. Ensuring that the health and safety and safeguarding requirements of the school are met at all times.
9. To participate in all meetings and continual professional development opportunities as befits the role to Alternative to Suspension Room Manager.
10. To undertake any other duties as directed by the Headteacher, in accordance with the role of Alternative to Suspension Room Manager in school.



JOB TITLE	Teaching Assistant - Seclusion Unit (Secondary School)	JOB REF NO	AAAE5204
------------------	---------------------------------------------------------------	-------------------	-----------------

This job has been developed for a school where the Seclusion Unit also caters for the needs of Special Needs students.

BASIC JOB PURPOSE

To work with small groups and individual students, of mixed age and ability in the Seclusion Unit, including special needs students, enabling them to work within their timetable, within the school environment and to develop a change in behaviour.

	MAIN RESPONSIBILITIES
1	Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
2	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3	Supervise the activities of individuals or groups of pupils both in and out of the Seclusion Unit to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
5	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
6	Record pupil information as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.
7	Attend to the personal and physical needs of pupils so that their well being is maintained.
8	Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
9.	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



Person Specification

Post: Alternative to Suspension Room Manager

Grade: 6

	Essential	Desirable	Evidence
Qualifications:	<ul style="list-style-type: none"> 5 GCSEs/O'Levels at Grades C or above (or 4 and above) including English and Maths 	<ul style="list-style-type: none"> A' levels or higher qualifications relating to professional development within schools 	<ul style="list-style-type: none"> Application References Certificates
Experience:	<ul style="list-style-type: none"> Experience of working with children or young people. 	<ul style="list-style-type: none"> Experience as an isolation room lead or equivalent Experience of working in a school setting Experience of working with young people exhibiting challenging behaviour Experience of managing confidential information 	<ul style="list-style-type: none"> Application References Interview
Job related Knowledge:	<ul style="list-style-type: none"> Good knowledge of the challenges facing children of high school age Literacy - to include good spelling, grammar and punctuation. 	<ul style="list-style-type: none"> Knowledge of SEMH needs Knowledge of good practice for managing behaviour in schools 	<ul style="list-style-type: none"> Application References Interview
Skills and Aptitudes:	<ul style="list-style-type: none"> Ability to initiate and manage clear routines and systems Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation. Good under pressure. Trustworthy 		<ul style="list-style-type: none"> Application References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour 		<ul style="list-style-type: none"> Application References Interview