**Job Description**

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| **Main Tasks** | * To work with students and their parents/carers developing and implementing inclusive practices which enable the students to effectively access education * To coordinate all aspects of administration associated with the use of the Internal Exclusion Room (IER) and to maintain appropriate standards of behaviour in the IER in accordance with UTC Behaviour For Learning Policy. * To support the Assistant Principals in developing and delivering and effective PSHE curriculum alongside student Personal and Professional Development and Welfare * To coordinate all aspects of administration associated with the use of the Internal Exclusion Room (IER) and to maintain appropriate standards of behaviour in the IER in accordance with UTC Behaviour For Learning Policy. * Ensure there is an appropriate learning environment for students within the IER at all times * To liaise with subject teachers and Department Directors to ensure that learning opportunities are consistent within the IER. * Daily Monitoring and Reporting of individual/class reports and behaviour logs with analysis of patterns * Encouraging student compliance with the high professional standards expected of them at all times * Establish regular communication links with parents/carers * Monitor/Report on student punctuality and attendance to both the UTC and to individual classes * Support with the implementation of lunch time and end of the day detentions * Support SLT to undertake reintegration meetings upon return from IER or Fixed Term Exclusions * To work with students to help correct and improve their behaviour * Using Progresso to ensure accurate and up to date records are kept * To support the work of the Assistant Principals and outside agencies with issues related to the inclusion of students included completing relevant section/submission of Early Help applications. * To support vulnerable students within the school * Keep confidential and comprehensive records of work undertaken * Provide SLT with regular reports on behaviour and pastoral information * Support the delivery or parents evenings and new student information evenings and taster events * Support in the delivery of celebration events * To interview students, collect statements and support the investigation of serious incidents * To be a strong and proactive presence around the school at all times. * To work with SEND support staff as required * Supporting the destinations coordinator to ensure students are making progress on their applications for future destinations beyond UTC Reading. |
| **Additional Duties** | * To support the with UTC Reading duties during break and lunch times in addition to the start and end of the day * To respond promptly to any emergency calls. * To provide Administrative support the Assistant Principals responsible for KS4 and KS5 as required * To contribute to the safeguarding of students and to child protection using the procedures outlined in UTC Reading policies * To ensure that the Health & Safety policy and Risk Assessments are followed * To update role knowledge through continuing professional development * To contribute to own professional development through performance review/line management meetings * To attend school meetings as required. * To address the appraisal targets set by the line manager. * To promote actively the UTC’s learning philosophy * To model the expected professional standards we expect of our students at all times * To promote effective independent learning in particular to KS5 students. |

**Person Specification – *All items will be assessed through application and interview***

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| **Experience** | It is expected that the post holder will have knowledge and understanding of the following key areas:   * How to meet the diverse needs of children, in particular aged 14-18. * Equal opportunity/race equality/cultural diversity * How to prioritise and manage own time effectively * Build and develop appropriate professional relationships with students, parents/carers, staff and other professional partners * Work under pressure to meet deadlines   Be able to demonstrate:   * Organisation and ICT skills, particularly concerning data handling and maintenance of records * Ability to work as part of a team * Adaptability * Reliability and integrity * Energy, enthusiasm and initiative * Honesty * Perseverance |
| **Education and Qualifications** | The candidate is expected to be able to demonstrate that they have carried out appropriate professional development to support their application to this role. |
| **Knowledge and Skills** | * Effective use of ICT * Report writing * Communication skills * National Policies and government guidance associated with the safeguarding of young people |

**This role will be a non-teaching role**