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|  | **Conduct Support Assistant** |
| Role Title | Conduct Support Assistant (Two posts) |
| Job Purpose- general | * The role of the Conduct Support Assistants is to ensure the smooth running of the Reflection Room, the school’s Alternative Learning Day, and to be the lead staff for the school’s Patrol system. The two staff in this role will work closely together and share the responsibilities of three main aspects of this job to ensure continuous coverage. In all aspects of the role, the main priority should be to keep students’ learning at an optimum given the circumstances, keep the students calm, and to help them understand and learn from their mistakes. Students who are working in the Reflection Room or in Alternative Learning Day should be encouraged to be respectful of the sanction they are undertaking and to work quietly.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Deputy Headteacher: Child Protection and Conduct, Heads of Year, Year Managers, the attendance staff, all teaching staff.
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| Job Purpose - specific | * Monitor students’ use of the Reflection Room and ensure their experience is a consistent and meaningful one where they continue to engage with learning, and ensuring they receive appropriate sanctions when required.
* Deliver the provision for students using the Alternative Learning Day programme
* Where necessary to work with Heads of Department to ensure appropriate work is in place for students in the Reflection Room and for the Alternative Learning Day.
* To operate the school’s patrol system: walking the corridors, talking to students who have been sent out with the aim to helping them to identify and atone for their error and return to the classroom, or to support the teacher in removing the student to the Reflection Room, and responding to requests for support from teaching staff around the school.
* Liaise with all staff to ensure the smooth running of the Reflection Room, Alternative Learning Days and the Patrol system
* Carry out weekly analysis of data relating to the Reflection Room and Alternative Learning Day programme.
* Support students, where appropriate, with emotional or behavioural problems and help develop their social skills, and their ability to understand and engage in reasonable behaviour.
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| Line Manager | *Accountable to/line managed by:*Deputy Headteacher: Child Protection and Conduct |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 5, 39 hours per week, term time only. |
| Name |  |
| Signature |  |
| Date |  |