

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post: Alternative to Suspension unit (ASU) Co-Leader/Duty Manager

Responsible to: Assistant Headteacher (Engagement)

Post Level & Grade: Kent Scheme KR7

 37 hours per week / 39 weeks per year (Term Time only)

 08:30 – 16:30 Monday to Thursday

 08:30 – 16:00 Friday

Purpose:

Through this role you will co-lead a successful ASU provision which meets the needs shown in the procedure document. This role has three main objectives:

* To supervise students in the ASU provision, ensuring they work productively on tasks set by class teachers.
* To ensure all students in the provision receive coaching and therapeutic input which encourages them to reflect on the reasons for referral into the unit.
* To act as a school Duty Manager, collecting students from lesson should there be a behaviour concern and following up with appropriate actions.

All of the above will aim to ensure students are able to meet the schools’ high expectations for engagement and receive support to remedy issues.

Main (Core) Duties:

Supervision of the ASU.

* Ensure high standards of supervision in the ASU, where students are well behaved and productive in completing work as requested. Liaise with the AHT line manager if this is not the case.
* Maintain accurate registers of students in the provision in line with school systems, highlighting as required any students not in place as expected.
* Liaise with teachers to ensure students are, as far as possible, able to complete normal lesson tasks
* Ensure a bank of appropriate learning resources should students not be able to access normal lesson resources.
* Record student engagement and progress whilst in the ASU using school systems – Provision Map and SIMS
* Provide reports to parents on engagement within the unit as requested.
* Provide reports to SLT as requested on engagement within the provision, especially to inform return from suspension meetings.
* Act as an overflow for the short term SIR as requested.

Ensuring effective coaching and therapeutic support to improve engagement.

* Ensure all students complete at least one activity to reflect on the reason for their placement in the ASU.
* Ensure at least one conversation with each student to discuss the reason for their placement and avoiding future placements.
* Liaise with the Thrive leader on potential further programmes as required.
* Work with the Thrive leader to deliver programmes where appropriate.
* Ensure reflections and further programmes are recorded in Provision Map
* Ensure student reflections are available for SLT as part of the return from suspension meeting.

Duty Manager role

* Respond to Duty Manager referrals by collecting students from class where there have been engagement concerns.
* As appropriate ensure collected students are taken to the School Isolation Room (SIR), supporting the SIR Leader to settle students in the provision.
* When collecting students take the opportunity to discuss concerns and reasons for the DM call – taking a restorative approach wherever possible whilst upholding school standards.
* Liaise with other pastoral staff and SLT to ensure the DM form is completed with actions to remedy the referring issue.
* On a rota with the other ASU/DM role undertake proactivity tours to positively support our high expectations of lesson engagement across the school.
* Contact parents where there has been a DM call to ensure they are aware and the consequence.
* Support ESL’s with the collection of student statements following a behaviour concern
* Support ESL’s by actively seeking out any missing students during the school day as identified through the missing student system.

Other Duties

* To take responsibility for own professional development, including developing subject

 knowledge as required to deliver sessions

* Take part in school meetings and CPD sessions as per the school calendar
* To ensure all appropriate safeguarding requirements are upheld at all times.
* To undertake any duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:

Assistant Headteacher (Engagement)

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Alternative to Suspension unit (ASU) Co-Leader/Duty Manager

Agreed by:

Postholder: Date:

Print Name: \_\_\_\_\_\_

Headteacher: Date:

Person Specification

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| Qualifications | * GCSE in English and Maths at a minimum of a Grade C – or equivalent
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| Experience | * Working effectively with young people in education or another related area
* Working in an educational environment or setting in particular SEMH provisions and programmes
* Operational experience of administration and office systems
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| Skills and Abilities | * Ability to motivate young people by establishing empathetic and supportive relationships
* Ability to demonstrate a positive and enthusiastic approach
* Ability to demonstrate a calm manner whilst setting high expectations
* Ability to manage high emotions when needed
* Ability to organise and prioritise workload to achieve deadlines
* Good communication and interpersonal skills
* Being friendly and welcoming at all times to students, staff, parents and visitors
* Ability to effectively use ICT and other specialist equipment/resources.
* Ability to work under pressure and work efficiently to meet deadlines
* Ability to work effectively in a team but also take initiative and work independently where required
* Ability to work confidentially
* Display commitment to own development and willing to experiment and learn in the role
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| Knowledge | * Knowledge of the principles involved in effective behaviour management
* Understanding of Child Protection procedures
* Awareness of Data Protection and confidentiality issues
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| Behaviours | Behaviours which are compatible with our school vision, including:* We achieve the best outcomes when all staff work together in a supportive collaborative environment
* High expectations in all aspects of our work
* Staff and students can ‘enjoy the journey’

In addition, we expect the following: * A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students
* Flexibility to work as required to achieve the best outcomes for students
* Integrity and professional pride to do the job properly
* Rigorous, consistent and logical approach to ensuring all procedures and policies are followed
* Good sense of humour and ability to relate to colleagues, parents and students
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