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## Job Description for Consequence Room Manager

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<b>Responsible to:</b>	AHT behaviour
<b>Based at:</b>	Wingfield Academy
<b>Salary:</b>	Band E Scale point 7-11 (£25,584 - £27,269 FTE)
<b>Terms</b>	Full time 37 hours per week, term time only plus 2 Inset days
<b>Contract</b>	Permanent

### OVERALL PURPOSE OF THE POST

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The Academy is looking to appoint a candidate who will lead the day-to-day running of our consequence room, providing a safe, calm and appropriate learning environment. The successful candidate should have experience working with pupils at secondary level. The main purpose of the post is to co-ordinate and facilitate students that have been unsuccessful within their learning environment and need additional support to manage either their return to their lessons or the space to reflect for a period of time within the school internal consequence room. The post holder will manage the day to day running of the room under the guidance of the Assistant Headteacher and Senior behaviour Lead, to ensure that the needs of the students are being met and a collective approach has been identified to enable a positive way forward.

### MAIN DUTIES

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- To work closely within the AHT and Senior Behaviour Lead to support setting high expectations for student behaviours within the Academy
- To be responsible for the management of the consequence room and provision provided.
  - Manage and monitor the admissions procedure and the day to day running of the Consequence Room.
- Collate and provide appropriate packages of work for students working individually – including the use of century learning
- To develop procedures and processes to enhance the delivery of the provision to meet the needs of the academy in liaison with the senior leadership team.
- To work with KS3 and KS4 students in managing and improving their behaviour.
- To provide analysis of key data for the senior leadership team relating to the Consequence Room sanction and its effectiveness within the Behaviour Management System.
- To ensure a calm, consistent approach to deliver the provision and maintain high standards of behaviour.
- Keep records of students' behaviour and effort whilst in the Consequence Room.
  - Report on the use of the Consequence Room indicating trends to Assistant Headteacher.
- Through discussion, informal mentoring and target setting and in liaison with the Assistant Headteacher and Year Team Leader, prepare students for return to mainstream.
- Monitor the progress of students returned to mainstream and evaluate the success of the intervention.
- Liaise with parents and other agencies as necessary in support of students internally excluded or in danger of being excluded.
- Supervise the students in the Consequence Room during breaks, lunchtimes
- Support the implementation of the whole Academy detention system between 3:00pm and 4:00 pm
- To encourage and motivate pupils and to increase their self-esteem and independence.

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- To adopt a general role of care for all pupils.
- Where appropriate, to work with pupils in a withdrawal situation.
- To act as a member of staff around the Academy and implement policies.
- To support the Academy in administrative tasks.

#### **Additional Duties**

- Support with the registering process of students for extra-curricular activities – ensuring that phone calls are made in a timely manner to parents when students have failed to attend
- The Uploading / logging of Academy site defiance slips on a daily basis in line with the behaviour for learning policy
  - Ensure MCAS messages are generated for detention students on a daily basis and reminder MCAS messages are sent to ensure high levels of attendance
- To support with morning duties 8.00am – 8.30am – ensuring calm and purposeful entry into the Academy
- Support with morning attendance calls for an identified cohort of students
- To carry out duties under the direction and supervision of the AHT and Senior Behaviour Lead
- To be willing to adapt and be flexible in duties and approaches.
- To attend meetings as required within terms of employment.
- To help with the preparation of resources and equipment and other clerical duties as appropriate.
- To attend INSET sessions within the academy as required by terms of employment and further sessions for personal development

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the academy, and only after consultation with you.

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**The post holder's duties must at all times be carried out in compliance with the Academy/Trust's Equality and Diversity Policy, and the postholder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Academy/Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Academy/Trust's mission and strategic objectives and to demonstrate its values through their behaviour.**

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

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## Person Specification for Consequence Room Manager

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration – Particularly in relation to; recording information, maintenance of filing systems and completing correspondence.</li> <li>• To have an understanding or experience of young people of secondary age, within a structured setting e.g. education/youth work etc.</li> <li>• Experience of students with SEN.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• To be able to use ICT e.g. simple word processing.</li> <li>• Commitment to attend appropriate training and development commensurate with the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess literacy and numeracy qualification at GCSE grade C or above.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• To have good oral communication skills.</li> <li>• Knowledge of issues that might present barriers to learning and social inclusion.</li> <li>• Ability to work on own initiative if required.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Strong oral communication skills with a wide variety of audiences.</li> <li>• Good interpersonal skills – ability to deal effectively with a wide range of people at all levels.</li> <li>• Discrete and sympathetic when dealing sensitive and confidential matters.</li> <li>• Flexible and able to adapt to change.</li> <li>• Calm and able to handle difficult situations.</li> <li>• Can inspire and motivate others to deliver their full potential and achieve goals.</li> <li>• Demonstrates honesty and integrity.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake a variety of tasks in the classroom as directed by the subject teacher.</li> <li>• Ability to support the department with admin tasks.</li> <li>• Commitment to equal opportunities.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Flexible approach to working – the post may on occasion involve attending Academy events/open days.</li> <li>• Equality and Diversity – demonstrate fairness and respect in managing own behaviour and the behaviour of others.</li> </ul>	
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