



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

**Hours of work:** 15 hours per week, term time only (2 days a week 8.00 am – 4.00 pm)

**Responsible to:** Assistant Headteacher

**Post objective:** To work under the agreed systems of supervision within the school, taking a key role in assisting pupils identified with behaviour needs.

Main Duties and Responsibilities:

**REMOVE ROOM**

The remove room and isolation room are internal exclusion resources for students who have been removed from their lessons due to inappropriate behaviour for a fixed period of time. The postholder will be responsible for the operation of the room.

To be responsible for the daily running of the remove / isolation room

To ensure there are appropriate resources for students to access whilst in behaviour support and to oversee the recording of behaviour management for those students in the room.

To establish positive relationships and partnerships with young people, acting as role model and responding to the needs of individual students.

To maintain a positive and calm environment in which students can learn, feel safe and which is conducive to good behaviour.

To liaise with the Pastoral Team and Heads of Year and other relevant stakeholders to trigger relevant interventions.

To ensure students behaviour whilst in the remove room is in keeping with the schools behaviour policy and to initiate activities which ensure students have a sound understanding of their actions and the consequences of their actions.

To oversee the use of school laptops and monitoring the work completed on them.

To assist with communication and liaise with appropriate stakeholders, to provide feedback and information regarding student conduct.

To promote the inclusion of all students

To support with on call across the school when not in the remove room.

**Support for the Trust / School (applies to all roles)**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

Be aware of and support difference and ensure equal opportunities for all

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Contribute to the overall ethos/work/aims of the Trust/schools.

Participate in relevant training, other learning activities and performance management as required.

From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid / recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam result days, trips, clubs, training etc

Team responsibilities – All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

The above duties are not exhaustive and the post may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and /or Senior Leadership team as required. Trade Union representation will be welcomed in any such discussions.



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Excellent / numeracy skills to include GCSE English at Grade C or above	GCSE Maths Grade C or above
<b>Knowledge, Experience and skills</b>	<p>Experience of working with young people who have emotional or behavioural difficulties.</p> <p>Good inter personal skills that enable good relationships with young people and adults.</p> <p>Can manage the behaviour of pupils in an effective manner</p> <p>An ability to convey authority and earn pupils respect, to treat them with respect, apply boundaries and motivate</p> <p>The ability to work both independently and as member of a team</p> <p>The ability to show initiative whilst knowing when to take advice</p> <p>Good organisational skills and efficient working practices</p> <p>Effective positive and proactive communication both orally and in writing</p>	<p>Experience of working in a school environment</p> <p>Can use ICT effectively</p>

<p><b>Other Skills</b></p>	<p>Communicate effectively with people at all levels eg school staff, students, governors and external contacts / suppliers</p> <p>Work effectively as part of a team recognising own role as a team member</p> <p>Able to maintain a positive focus, accepting constructive criticism positively and learning from it</p> <p>Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality</p> <p>Ability to learn from experiences</p> <p>Ability to carry out instructions accurately and effectively as directed by line manager</p> <p>Confident and effective approach to working with young people</p>	
<p><b>Interpersonal Skills</b></p>	<p>Ability to maintain confidentiality</p> <p>Accuracy when receiving information (verbally and written) and communicate information effectively and accurately</p> <p>Able to make a positive contribution to the team</p> <p>Able to reflect on performance and further develop own knowledge and skills to improve performance</p> <p>Maintain standards set by the organisation</p> <p>Takes responsibility for own actions</p>	

	<p>Ability to work alone unsupervised and manage own workload Be able to work calmly under pressure</p> <p>To be a good role model</p> <p>A commitment to the responsibility of safeguarding and promoting the welfare of young people</p>	
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