

**Location:** Redhill Academy Trust Re-Integration Centre, Top Valley Drive, Nottingham, NG5 9AZ

**Salary:** The Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

**Hours of work:** 32.5 hours per week, term time only

**Responsible to:** Inclusion Centre Manager, Executive Headteacher

**Post objective:** To provide behavioural support to promote individual students' progress and aspirations.

Main Duties and Responsibilities:

**Classroom Support**

- Under the direction of the Inclusion Centre Manager, support small groups of students from across the Trust within a classroom situation to ensure each student has access to all learning activities.
- To support the delivery of teaching to students with special educational needs, support and engage with young people who have a range of significant and often complex SEND.
- Provide targeted specific support, and undertake additional training as needed, to meet students' individual needs.
- Apply the appropriate strategies when dealing with challenging behaviour, following the centre's behaviour for learning policies.
- Ensure students receive regular and constructive feedback with regards to their progress through mentoring.
- Oversee the completion of work across a variety of different subjects in line with the student's academy timetable.
- To provide support under the direction and supervision of teaching staff to assist students to access the curriculum.
- Design and deliver daily PHSE lessons and workshops to adapt and promote positive behavioural changes.
  - Anger Management
  - Social Skills
  - Decision Making

- Expected behaviour in school
- Emotional Literacy
- Social and Emotional Awareness
- Rethinking my Behaviour
- Re-tracking my Behaviour
- To assist students in the development of reading skills in small groups and one to one.
- Arrange and develop 1-1 mentoring programmes to support students in managing their own behaviour and learning.
- Develop and deliver group workshops for students identified with Behavioural, Social and Emotional Difficulties (BSED).
- Investigate specific behaviour incidents, taking statements from students where appropriate, and prepare accurate and appropriate documentation to report findings to the Head of Centre.
- Attending meetings regarding student support as required.
- Liaise with careers advisors and support staff.
- Challenge and motivate students to promote self-esteem and raise aspirations.
- To undertake individual support for students through internal and external exams.
- To deliver extra-curricular activities where appropriate.

### **Resources/Administration**

- Assisting in the development and maintenance of materials and equipment used in the provision – this may involve liaison with staff within the Trust.
- To administer house points, rewards, and certificates to promote positive behavioural changes.
- Be responsible for maintaining accurate information on student files.
- Monitor and evaluate each students responses to learning activities to provide a written assessment for the Heads of House/Inclusion Managers providing behavioural suggestions and strategies to support the students upon return their academy.
- Support the teaching staff to report back to the SENCO's and identify any SEND areas of need.
- Communicate directly with parents/carers to establish constructive relationships and provide feedback on student's behaviours and progress.
- Liaise with staff about the needs of individual students and share good practice.
- Ensure there is continuous pastoral care with students accessing the provision.
- Support the Head of Centre in monitoring attendance and punctuality and providing intervention where needed.
- Administering referrals for isolation, detention and informing parents.

## General

- To always promote and safeguard the welfare of children and young persons.
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality, data protection, GDPR and report all concerns to the Designated Safeguarding Lead.
- Assist with supervision of students outside the classroom, including lunchtimes and before and after school.
- Be responsible for maintaining accurate information on student files and logging incidents.
- Liaise with other providers, schools within the trust, and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant and any other Re-Integration additional duties.
- To uphold and actively support the provision's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.