

Job Title:	C5 Room Manager
Salary:	Grade E on the NJC Pay Scale
Responsible to:	Lead Behaviour and Inclusion Manager; Lead Behaviour and Attendance Manager; Senior Leadership Team
Date of Job Description:	July 2024

Purpose of the Role:

To work as a member of the Inclusion Team, supervising students' and supporting them with their learning, whilst removed from their normal classes for a fixed period of time.

Main Tasks and Responsibilities:

General Duties

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

Key Duties

1. To ensure that students' learning continues to progress whilst removed from their normal classes and administer the associated C5 sanctions
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources required for the C5 room
3. Support the monitoring and evaluation of student progress
4. To liaise with the Progress Managers of the students that have been referred to the C5 room or have been given a day or more of Internal Fixed Term Exclusions (IFTES)
5. Liaise with CALs and teachers, where required, to ensure work is available for students removed from their class for C5 sanctions or IFTES
6. Provide notice, advice and support to parents/carers of students who have been placed in the C5 room
7. Support the reintegration of students back in to their normal lessons to prevent further escalation of behaviour.
8. Help supervise students from other schools attending short term placements
9. Respond to complex and sensitive situations and needs providing advice and support

10. Supervision of groups of students to provide advice, motivation and support on behaviour and welfare issues
11. To assess the needs of students and use detailed knowledge and specialist skills to tailor provision to support the individual needs of students removed from class, considering any behaviour or SEN passports in place
12. To maintain records of all interventions and to take responsibility for the record keeping regarding students removed from lessons
13. Work with staff to produce and implement whole school plans, initiatives strategies and policies to improve student behaviour
14. Be responsible for and lead in managing student behaviour in the C5 room
15. Liaise with external agencies to improve student behaviour and communicate with students, parents and carers when required
16. To provide cover for the C3/C4 room or withdrawal room if required
17. Provide supervision at the end of the school day when required, as students leave school
18. Any other duties and responsibilities in line with this post as directed by line managers or senior staff

Person Specification:

Essential

1. Experience of working in a school environment.
2. Current and best practice knowledge in supporting students' behaviour, welfare and learning.
3. Up to date knowledge of Data Protection and Safeguarding legislation.
4. Good interpersonal and communication skills.
5. Flexibility and reliability.
6. Experience of working with young people and a genuine liking for them.
7. An understanding of the problems which young people face.
8. An ability to work as a member of a team.
9. Initiative and an ability to work independently.
10. An ability to work in a firm but fair way with students.
11. An ability to maintain an appropriate level of confidentiality.
12. Calm disposition
13. Good command of Microsoft Office and Google applications.
14. Excellent Attendance and Punctuality Record.

Desirable

15. A good working knowledge of the external agencies that would be encountered by the Pastoral Team (e.g. CAHMS, Educational Psychologist Service, Clinical Psychologist Service, Connect, Connexions, Police etc.)
16. NVQ level 4 or equivalent qualification is desirable
17. A working knowledge of school Management Information Systems such as SIMs or Bromcom