

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

**Salary:** The Redhill Academy Trust Pay Scale, Band 9, Scale Points 41-45

**Hours of Work:** 37 hours per week, term time + 1 week

**Responsible to:** Re-Integration Centre Leader

**Post Objective:** To develop and provide learning support to promote improved behaviour in students accessing the RIC provision

**Responsible for:** Curriculum development, timetable management, attendance data profile and mentoring co-ordination

Main Duties and Responsibilities:

**Leadership within the RIC and class-based support:**

- Working with post holders in other Trust RIC provision, and under the direction of the Centre lead, have responsibility and oversight of the planning and development of themed curriculum content for students in the provision
- Organise and manage the RIC timetable working in conjunction with the RIC Centre Manager to ensure best deployment of staff and resources to support students
- Line Manage and Performance Manage at least one TA (depending on staffing numbers)
- Analyse the attendance data and referrals working with the Centre Administrator
- Profile students against referrals to identify those in need of mentoring and deliver mentoring sessions to feedback into their return to host academy
- Undertake Designated Safeguarding Lead training in order to deputise for the Centre Manager in time of absence.

**Classroom based support and supervision:**

- Supervising entry and departure of students in accordance with Centre policy
- Working in accordance with the Centre behaviour policy; applying the use of consequences and sanctions as appropriate
- Monitoring and provide feedback on the work of students
- Effectively use ICT within the classroom environment to support and prepare students' learning in ways that are both stimulating and enjoyable for children according to age, need and ability

- Ensure students receive regular and constructive feedback with regards to their progress in the RIC setting
- Supervise and work with individuals and groups of children, including those with additional needs or on the Special Educational Needs register, within a managed classroom situation to ensure each child has the maximum access to all learning activities
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently with clear boundaries and reinforcing positive aspects of behaviour
- Provide mentoring support for targeted individuals in small groups and as part of the reflective curriculum.

### **Individual Support**

- Meeting individual children or small groups to support them in their work including mentoring and conflict resolution
- Use specialist advice from other professionals in order to best support the learning and development of students
- Be aware of individual needs, giving positive encouragement and feedback to ensure individuals are reaching their full potential
- When required, liaise with outside agencies (e.g. health and education specialists) and host academies, regarding individual student issues
- Provide mentoring support for targeted individuals on a 1:1 basis.

### **Specialisms**

- To undertake training in areas of specialism such as mentoring or behaviour improvement strategies
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities
- Contribute to the Trust networks through active contributions and collaboration with other academy staff.

### **Resources/Administration**

- Assisting in the development and maintenance of materials and equipment used in connection with students accessing the provision
- Assisting in keeping records of children's development and providing feedback to host academies on exit from the provision
- Contributing to the implementation and updating of student profiles concerning individual students
- Liaising with host academies about the needs of individual children.

## General

- Assist with the supervision of students outside the classroom, including lunch and break duty and accompanying staff and through the centre on-call systems
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the RIC
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required.

I..... accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder):.....Date.....

Signed (Senior Manager):.....Date.....