



Wright Robinson College

Headteacher: Martin Haworth

Direction Room Co-ordinator: Job Description

JOB TITLE

Direction Room Co-ordinator

SCALE/SALARY

GRADE 6 - £32,115 – £35,235 (Actual salary term-time only £26,915 - £29,529). Contract: Permanent, 35 hours per week, term-time only

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher,

JOB PURPOSE

To manage the day to day running of the Direction Room, ensuring that students are effectively supervised and that high standards of behaviour are achieved in a calm and positive working environment. To promote positive values, attitudes and behaviours to students.

Duties and Responsibilities

1. Ensure that students are aware of the procedures and expectations whilst in the direction room and when necessary.
2. Be responsible for ensuring that students have appropriate work to complete and that the direction room timetable is followed.
3. To communicate set work to students and offer help and guidance as require.
4. Provide feedback and encouragement to students in relation to their progress whilst in the direction room.
5. To utilise the college's reflection intervention to encourage and allow students to reflect on choices in an attempt to modify and improve behaviour and improve relationships.
6. To record and report on the behaviour and progress of the students in the direction room and communicate in a timely manner with the SLT link and or the relevant pastoral team any further sanctions or reasonable adjustments, in line with the behaviour for learning policy.
7. To attend meetings specific to the direction room and behaviour management strategies and contribute to maintaining systems and procedures e.g. improvements to learning environment and engagement of students.
8. To support student management strategies and policies of the college and to undertake additional duties as and when required.
9. To complete all administrative tasks relating to the year group and ensure that all pupil records are updated and maintained.

10. To effectively manage the direction room budget.
11. To assist with data gathering and reporting for analysis.
12. To provide reports and briefing notes as required.
13. To attend the pastoral meeting as and when required.
14. To attend college CPD and relevant external training sessions as required or necessary.
15. To participate in the college's appraisal process.
16. To provide first aid to pupils once appropriately trained.
17. To manage the upkeep of the area including signage and to ensure that the direction room is neat, tidy, effectively resourced, stocked and maintained.
18. To be aware of and comply with policies and procedures relating to child protection, health and safety, security/confidentiality and data protection, reporting all concerns to the appropriate person as soon as they arise.
19. To implement and adhere to the college's equal opportunities policy

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.