**FOCUS ROOM AND BEHAVIOUR SUPPORT COORDINATOR**

**JOB DESCRIPTION**

**Hours of work:** 36 hours a week, Monday-Friday 8:15am-4:15pm

**Salary:** Scale H5

**Reports to:** Assistant Headteacher Student Support (KS3)

**Job purpose**

Under direction of the Assistant Headteacher KS3, to meet the needs of identified students whilst in the Focus Room, and alongside the Behaviour Mentor and Student Support Leadership Team, contributing to more effective learning for these students, through improved behaviour, social skills and emotional wellbeing.

**Main duties and responsibilities**

**Supporting the students:**

* Work as part of the Student Support Leadership Team and Inclusion Team
* Effectively manage students who have been internally excluded and those who serve their Suspension in the Focus Room.
* Effectively manage students who are referred for a short stay due to emotional or other issues in the quiet study space.
* Ensure adequate work is available for students working in the Focus Room.
* Develop and maintain a resource bank of different levels of work suitable for students studying in the Focus Room.
* Operate reward and sanction systems within the Focus Room, in line with whole school systems.
* Maintain firm but fair discipline in all parts of the Focus Room.
* Under the direction of the Assistant Headteacher Student Support, KS3, communicate with colleagues, parents and outside agencies as part of the Student Support delivery and school behaviour improvement strategies.
* Together with the Behaviour Mentor, to develop and lead a structured mentoring programme including: mentoring of students who have accrued a one off Internal Exclusion; developing a more substantive mentoring programme for students who have had multiple internal exclusions; operating a structured check in system for the most vulnerable students. These student lists are to be approved by AHT Inclusion.
* Maintain the relevant daily/weekly admin for the mentoring programme including student workbooks.
* Support with On Call duty and after school duty where necessary
* Mentor students during their time in the Focus Room, offering support and guidance with clear aims for the student to work towards with regards to their learning and behaviour.
* Support with the provision of CPD to a range of teaching and non-teaching staff with regards to behaviour management.
* Liaise half termly, through structured meetings with each pastoral Year Team as well as the Daffon Wellbeing Coordinator, School Counsellor and Speech and Language Therapist to identify students for mentoring support.
* Attend SSLT meetings, as directed by the Assistant Headteacher Student Support, KS3
* Monitor the data of attendees in the Focus Room and be observant to patterns and trends.
* Collaborate with the Parents/Carers of attendees of the Focus Room
* When capacity allows, provide roving support for cover lessons and On Calls
* Collaborate with the Literacy Coordinator to ensure resources within the Focus Room are up to date and supportive for attendees.

**Support for Teaching and Learning:**

* Maintain an effective working space in the Focus Room
* Uphold the expectations of the Focus Room at all times
* Ensure students are working as productively as possible whilst in the Focus Room
* Have empathy with vulnerable young people, whilst also being able to maintain extremely high expectations of behaviour, using emotional intelligence and support as required.
* Work with, guide, mentor and challenge identified students.
* Work with students on an individual basis to contribute to more effective learning through improved behaviour and social skills.
* Assist in the recording of behaviour incidents in the Focus Room as well as on electronic systems
* Under the direction of the Assistant Headteacher KS3, to audit existing support provided for targeted students/groups and to communicate with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and assist with the implementation of further support where appropriate.
* Participate in training in order to keep up to date with possible sources of support and strategies for working with students.
* Comply and assist with policies and procedures relating to Child Protection/safeguarding, reporting concerns to an appropriate person.
* To work with identified students to help prevent repeat concerns in behaviour leading to internal exclusion, Suspension and/or Permanent Exclusion.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to safeguarding
* Be vigilant with health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person.
* Attend and participate in meetings as required before and after the school day.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training, other learning activities and performance development as required.
* Assist in the supervision, training and development of staff.
* Any other duties commensurate with the duties/responsibilities/grade of the post
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.

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**PERSON SPECIFICATION**

You will enjoy working with students with a range of behaviours, and be effective at maintaining good relationships whilst upholding very high expectations of behaviour.

**Qualifications**

* A good level of English and Maths
* Recent relevant Professional Development & willingness to develop own expertise

**Experience/Knowledge**

* Successful experience of working with children; ideally within an educational setting
* Understanding of and commitment to develop the ethos of Nower Hill High School
* Have an understanding of the importance of lesson planning and how learning objectives contribute to learning
* Ability to organise and deliver classroom activities

**Skills and Abilities**

* Commitment to Inclusion
* Enthusiasm and commitment for working with students in a co-educational, multicultural comprehensive school
* Commitment to the school’s values of excellent manners and behaviour
* An understanding of the importance of firm and consistent boundaries for children
* Good level of computer literacy
* Ability to work as part of a team
* A positive and caring disposition
* A robust personality
* Adaptable and flexible
* A fundamental belief that all children can succeed
* Calm under pressure
* Ability to communicate clearly orally and in writing
* Excellent listening skills
* Well organised and practical
* Ability to work on own initiative
* Ability to find creative solutions to problems
* Excellent attendance & punctuality