



St Laurence School Job Description

- Title of Post:** Inclusion & Intervention Coordinator
- Grade:** NJC Pay Scale
SCP 12 -14
- Contract Terms:** NJC Terms and Conditions
33 hours 45 mins per week 39 weeks pa term time only* (see Note a)
- Fundamental Task:** The main purpose of the role is to supervise our internal provision for students (Internal Exclusion, Reset, Relocation and Support to Learn) who have been temporarily removed from lessons as a result of their behaviour choices and to work directly with them to support their learning and reintegration into lessons.
- Relationships:** The postholder is responsible to:-
- The Head of Behaviour and Intervention
 - The Director of Finance & Operations in relation to all contractual and HR matters
- Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.
- Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties: The main duties will include:

- Oversee the day to day organisation of the Internal Exclusion, and/or Reset, Relocation and Support to Learn units
- Ensure that the Internal Exclusion and/or Reset, Relocation and Support to Learn units are appropriately resourced and a calm, supportive ethos is established
- Set the highest standards and behavioural expectations in the Internal Exclusion and/or Reset, Relocation and Support to Learn units
- Prepare timetables for, and facilitate the learning of, students in the Internal Exclusion and/or Reset, Relocation and Support to Learn units
- Supervise students in the Internal Exclusion and/or Reset, Relocation and Support to Learn units, supporting them with their learning and enabling them to complete the set work
- Support students as they return to lessons, ensuring a smooth re-integration
- Liaise with staff in respect of both subject content and strategies to support learning whilst in the Internal Exclusion Unit and/or Reset, Relocation and Support to Learn units to support students on their return to mainstream lessons, ensuring a smooth re-integration
- Maintain daily records for the Internal Exclusion and/or Reset, Relocation and Support to Learn units, ensuring that relevant information is shared with appropriate staff, for example any interventions used and their outcomes
- Devise, deliver and evaluate appropriate interventions for identified students, such as anger management, self regulation and social skills sessions
- Identify barriers to learning for students with challenging behaviours who are referred to Support to Learn by Head of House or Head of Department
- Work with identified students to help them overcome barriers to learning in order to re-engage them with their learning and with the school community
- Liaise with other members of the Pastoral Team to ensure that appropriate support is co-ordinated

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- Conduct face to face meetings with student(s) and/or parent(s) as required, resolving problems, developing strategies, signposting and referring to Head of House / Head of Behaviour and Intervention as required
- Liaise with external agencies such as Children's Social Care, School Health Nurse, where appropriate
- Provide training for new staff allocated to supervise the Internal Exclusion/ Reset/Relocation and Support to Learn units
- Take up further tasks considered to be appropriate and reasonable as requested by the Head of Behaviour and Intervention and/or the Deputy Headteacher

Skills & Attributes:

The postholder has a high degree of autonomy which involves problem solving on a daily basis, often to short term deadlines. Time management and prioritisation are key aspects of the role.

- A genuine interest in education and the welfare of young people
- Excellent interpersonal skills and communication skills, including the ability to converse effectively with students and adults who may be upset, worried, angry etc.
- Ability to work within a team and work co-operatively with others.
- Ability to understand and observe the need for confidentiality.
- Ability to remain calm under pressure, and in sometimes stressful situations.
- Positive outlook and resilience when dealing with challenging situations.
- Empathetic but firm approach.
- Good IT skills.
- Good organisational skills and the ability to prioritise effectively and be flexible.
- Resourceful and creative approaches to alternative provision and interventions.
- Committed to further developing own skills to support the role.

Decision Making:

The postholder will need to seek solutions to operational and logistical problems and make day to day operational decisions but will refer matters of policy or strategic decisions to the Head of Behaviour and Intervention or the Deputy Headteacher.

Resources:

The jobholder is accountable for the accurate handling and security of incoming and outgoing communications for students in the internal Exclusion and/or Reset, Relocation and Support to Learn units.

Working Environment:

The work must be completed methodically, confidentially and to deadlines.

There will be a high level of interaction with students and some interaction with parents and outside agencies where appropriate.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- Working Hours: 8.15am to 3.30pm 5 days per week with a 30 minute unpaid break
- The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school.

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