



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 10, Scale Points 46 - 50

**Hours of work:** 37 hours per week, term time + 2 weeks

**Responsible to:** Deputy Headteacher – Pastoral

**Post objective:** To manage the Student Support centre and oversee the Academy's alternative provision for students.

### Main Duties and Responsibilities:

#### Organisation & Support – Staff

- Manage the day to day running of the Student Support Centre and its staff, (including staff from outside agencies)
- Distribute tasks within the Student Support Centre Team according to skills level and availability, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for Student Support Centre staff.

#### Student Support Centre

- Ensure suitable provisions and support are in place.
- Responsible for setting up full/part time alternative provision for students who are at risk of permanent suspension.
- Liaison with external providers on a regular basis
- Responsibility for organising and overseeing alternative education for students following sixth day of suspension and students struggling with attendance (EdClass)
- Support staff and students by setting up suitable workshops.
  - Anger Management
  - Social Skills
  - Decision Making
  - Expected behaviour in school
  - Emotional Literacy
  - Social and Emotional Awareness
  - Rethinking my Behaviour
  - Re-tracking my Behaviour
- Attend appropriate re-admission meetings including governor disciplinary hearings.

- Provide reintegration packages for students returning from fixed term suspension.
- Management of Isolation, including organising resources and staffing.
- Attend the Head of House meetings and providing relevant data.
- Update the Inclusion Register.
- Review/evaluate and implement the Student Support Centre action plan.
- Assist with the training of new staff and student teachers on behaviour management strategies.
- Review and evaluate quality of alternative provision.

Academy Alternative Provision/Reintegration centre (RIC)

- Manage and organise the day-to-day running of withdrawal from lessons and supervised study rooms liaising with teaching staff as required.
- Supervise students attending withdrawal from lessons and the supervised study rooms.
- Evaluate delivery of withdrawal from lessons and lead on developing the alternative provision offered.
- Communicate and be responsible for booking students into the RIC.
- Maintain overview of students accessing the RIC and visit when necessary.
- To ensure all alternative provision providers have all relevant safeguarding checks in place inline with keeping children safe in education requirements
- To oversee the academic progress and attendance of all students on alternative provision and ensure that AP files are all kept up-to-date and well maintained.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.

Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Plus days working hours

<b>Holiday</b>	<b>Number of Working Days</b>
October Half Term	2 days
Christmas Holiday	1 day
February Half Term	1 day
Easter Holiday	2 days
May Half Term	1 day
Summer Holiday	3 days

All the above working hours are subject to change due to the needs and demands of the Academy. Exact working days to be agreed with your Line Manager in advance of working them.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.



	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Experience in an educational setting, working directly with children and young people.</p> <p>Experience in dealing with the complex needs of young people.</p> <p>Familiarity with Microsoft Office software (Word, Excel, etc.) and with email and internet.</p> <p>Drafting letters, reports, minutes of meetings, clearly, concisely and in appropriate styles.</p> <p>Fact finding, research and report writing.</p>	<p>Experience of SIMS programs.</p>
<b>Personal Qualities</b>	<p>Proven interpersonal and communication skills to deal effectively with staff, pupils, parents, governors and outside agencies.</p> <p>Calm, caring and supportive approach to children and adults.</p> <p>Mature approach to emotionally demanding work</p> <p>Proven self-motivation and ability to work on own initiative.</p> <p>Positive, enthusiastic and energetic personality.</p> <p>Have a flexible approach to working hours and content of work.</p> <p>Willingness to accept responsibility.</p> <p>Calmness in responding to emergencies and the unexpected.</p>	
<b>Education &amp; Training</b>	<p>Good standards of literacy and numeracy (GCSE / Level 2 or equivalent).</p> <p>Commitment to undertake further training e.g. MAPA (Management of Actual or Potential Aggression), ICT, Health and Safety, Safeguarding courses.</p>	

<p><b>Skills / Aptitudes</b></p>	<p>Excellent all round communication skills with adults and children and ability to demonstrate tact and sensitivity.                  Ability to identify need for action and act calmly in responding to emergencies and the unexpected.                  Proven ability to prioritise tasks, manage time effectively, work on own initiative and meet deadlines.                  Ability to work as part of a team and contribute to the overall success of the team.                  Ability to maintain confidentiality.</p>	
<p><b>Specific Requirements</b></p>	<p>Ability to drive and with access to own transport (travelling expenses may be claimed)                  Ability to work in line with the ethos, culture, overall aims and policies of the Academy.                  Ability to work flexibly and undertake other duties when required to support the need of students                  Understanding of statutory requirements including Safeguarding, Child Protection, Equal Opportunities, Inclusion and Health and Safety.                  Excellent attendance record.</p>	
<p><b>Equal Opportunities</b></p>	<p>Must have an understanding of equal opportunities and a commitment to the Academy's Policy.</p>	