JOB DESCRIPTION

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| JOB TITLE: | Internal Suspension Coordinator |
| DEPARTMENT: | Pastoral |
| RESPONSIBLE TO: | AHT Student Standards on day-to-day matters & DSL  Headteacher’s PA for HR issues |
| LIAISON WITH: | Year Managers, Head of Years, DSL, AAHTs Pastoral Admin, teaching staff, support staff, parents, students and external agencies |
| SALARY SCALE: | Scale 7 |

## Purpose of the Job:

* To manage the Internal Suspension Room, liaising with the AHT: Student Standards.
* To apply effective behaviour management policies and strategies so as to contribute to a purposeful learning environment.
* To work with staff as part of a professional team to support with the aim of improving students’ attitude to school, as well as their attendance and attainment.
* To contribute to the work of the pastoral team, as directed by the AHT: Student Standards to develop the school’s ethos; achieve the school’s aims
* The post holder will set the tone and standard of student behaviour, have high expectations and promote a sense of pride.
* The post holder will also be required to offer guidance, support and advice to students experiencing difficulty with aspects of school life.

## Main Duties and Responsibilities:

* To coordinate the data, staffing and routines within the Internal Suspension Room (ISR)
* To prepare and deliver materials and activities for the students placed in the ISR
* To assist with the monitoring and evaluation of students’ progress towards learning objectives.
* To carry out administration, including, making appointments, typing of correspondence, keeping of electronic and manual files, and any other administrative task required.
* Working within an established framework for discipline in line with the Behaviour Policy and other school procedures.
* To lead and coordinate school detentions
* To ensure work is set for students suspended
* To assist in conflict resolution by speaking to students to try and resolve issues
* Communication with parents, students and colleagues
* Supervise students withdrawn from lesson
* Investigate patterns of poor behaviour
* To undertake break and lunch time duties
* To undertake Reset room duties
* To access student information and to produce reports when required
* Occasionally undertake cover for absent teachers until a cover supervisor or teacher can take over
* Invigilation when required

## General notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

4. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

5. This job description does not form part of the contract of employment. It describes the range of duties the post holder is expected and required to perform.

6. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Safeguarding and child protection issues are always taken seriously and upmost confidence must be maintained.

Signature (post holder) ……………………………………… Date ………………

Signature (pp school) ………………………………………. Date ……………….