

Parking Room Co-ordinator

Banbury Aspirations Campus

Job description

Job Title:	Parking room co-ordinator
Contract length:	From February 2022 Temporary (until Christmas 2022 – if extra funding continues then the contract will be extended)
Salary and hours:	Grade 7 points 12 – 17 (£22,183 - £24,491) Pro rata for 38 weeks £16,186.83 - £17,870.97 32.5 hours per week, term time only Monday to Friday: 8:30 a.m. – 3.30 p.m. with ½ hour lunch break
Responsible to:	Senior Assistant Principal (SENDCo)

Main Job Purpose

- To support students who are removed from lessons to prepare to return to learning in a calm manner

Main duties

- To receive students who are parked to the “parking room”
- To provide students with work to do whilst they are in the room
- To speak to students individually to ensure that they have “decompressed” and are ready to return to learning
- To help the students record their feelings about the situation
- To pass on any issues that may come to light in these discussions
- Refer on to the restorative practitioner team if appropriate

Other duties

- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Have a commitment to Child Safeguarding; to promote the welfare of children and young people in accordance with the Aspirations Academy Trust agreed procedure.

Person Specification

	Criteria	Essential (E) Desirable (D)
Knowledge and Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including Grade C/4 in English and Mathematics (or equivalent NVQ Level 2) • Adept at using all Microsoft office applications (Word, Excel, and powerpoint) • Adept at using Google applications or willing and able to learn rapidly • Use of SIMS 	E E E D
Experience	<ul style="list-style-type: none"> • Experience of working with children • Experience of working with children who are in a heightened state of anxiety and need support to decompress • Experience of supporting children to “tell their stories”, allowing them to reflect on what has happened 	E E D
Skills and attributes	<ul style="list-style-type: none"> • Ability to work under own initiative with minimum supervision • Ability to assimilate new information rapidly • Ability to handle confidential information with discretion • Ability to remain calm and rational when facing difficult situations 	E E E E
Personal qualities	<ul style="list-style-type: none"> • A belief in the inherent worth of all children • Endless patience • Calm in the face of challenging situations • Articulate, confident and welcoming • Honesty and trustworthiness • Of smart personal appearance 	E E E E
Special requirements	<ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all students • Enhanced DBS check • Good personal attendance and health record 	E E E