



JOB DESCRIPTION

Post title: Removal Room Assistant

Responsible to: Assistant Headteacher, Behaviour/Rewards Lead

Important Functional Relationships: Teacher in charge of the Removal Room, teachers, students, support staff, parents, agencies.

Penair School Mission Statement

We create a caring, high quality learning community where everyone is valued; proud of who they are and what they will become

Duties and responsibilities:

Purpose of the job

- To assist the Assistant Headteacher/Behaviour and Rewards Lead and Lead for the Removal Room in the smooth daily operation of the Removal Room.
- To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of high level assistance to promote the inclusion agenda of the school.
- To be responsible for the operational management of internal exclusion, monitoring and evaluating its impact.

Main Responsibilities

1. Create a calm, controlled and professional environment in the Removal Room
2. Maintain the highest of expectations from students when they are in the Removal Room
3. Provide student work that mirrors classroom work and personalise this where possible
4. Manage any uniform related incidents at the start and during each day
5. Maintain a professional and tidy environment within the Removal Room
6. To ensure that the educational resources in the Removal Room are inclusive, differentiated and regularly revised
7. To assist and advise individuals in managing their behaviour in order to improve behaviour and not inhibit their learning in lessons
8. To be responsible for the smooth operation and management of internal exclusion within the Removal Room

9. To ensure, in liaison with teaching staff, that appropriate work is set for all pupils in internal exclusion
10. To broker and support student learning for all students in internal exclusion
11. To broker, alongside the school's student welfare officers and personal development leaders, appropriate interventions for the minority of learners whose behaviours are repeated.
12. To liaise with parents/carers to ensure an understanding of any incident resulting in the sanction of an internal exclusion
13. To establish supportive relationships with the pupils concerned and to encourage acceptance and inclusion of all pupils
14. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self esteem
15. To assist with lunch and break time supervision of students.
16. In consultation with the Behaviour Lead to assess and record student progress in relation to behaviour management (round robins, report card, IEP) and inform parents as necessary
17. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to ensure the confidentiality of such sensitive information
18. To keep up to date daily logs on uniform issues, lateness, confiscations and other key data related to behaviour management and ClassCharts
19. To constantly review routines and procedures and make improvements where needed
20. There may be the opportunity to contribute to the behaviour intervention programme, including working with students outside of the Removal Room, including activities such as Forest School, teambuilding and physical challenges alongside a mentoring programme.

General

21. To administer first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are unwell as needed. To carry out administrative tasks associated with all the above duties as directed by the Assistant Headteacher.
22. To attend staff meetings and school-based INSET days as required.
23. The post holder is responsible for his/her own self development on a continuous basis.
24. a) To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. b) To attend inter agency meetings as appropriate and liaise as necessary.
25. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
26. To undertake other duties appropriate to the grading of the post as required.
27. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
28. To offer support and guidance where appropriate on an individual basis where students are emotionally distressed.
29. To take responsibility of groups of students in off-site activities for extra-curricular provision.

30. To be a form tutor to a group of pupils within the school.

PERSON SPECIFICATION

The Person Specification is a picture of the skills, knowledge and experience needed to carry out this job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	Minimum of 2 years' experience of working with children/young people in a supportive role.	<p>Minimum of 1 year experience of working with children/young people in a supportive role within a school environment.</p> <p>Sound knowledge of Educational Processes at Key stage 3/4.</p>
Education & Training	GCSEs in English and Maths or equivalent Grade 4 or above	<p>Attainment of "A" Level qualifications or equivalent</p> <p>Knowledge of outside agencies available to schools</p> <p>Child Assessment Framework Lead Professional Training</p>
Specialist Knowledge & Skills	<p>Counselling & mentoring skills.</p> <p>Knowledge of Connexions programmes.</p> <p>Organisational and ICT skills.</p> <p>Communication & networking skills.</p>	<p>Confidence to talk to large groups</p> <p>Outdoor and adventurous qualifications</p> <p>Forest School Qualification and our interest</p> <p>First aid qualification and or interest in being trained</p>

Any Additional Factors	<p>Self-motivated & enthusiastic.</p> <p>Acceptance of different attitudes.</p> <p>Enthusiastic about working with children and young people.</p> <p>Patient & friendly approach.</p> <p>Show initiative and have a flexible approach</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young.</p>	<p>Be able to communicate with people of all ages, abilities and attitudes.</p> <p>Good sense of humour.</p>
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