

THE
TURING
SCHOOL

Restart Room Manager INFORMATION



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Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School. The Turing School is a proudly comprehensive and fully inclusive school of approximately 540 students. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.


At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development. At The Turing School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised.

We promote self confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Kind regards



Sarah Doyle
Headteacher

JOB DESCRIPTION



Job Title: Restart Room Manager
Salary: Sat D
Responsible to: Assistant Headteacher

Job Purpose

- Pastoral care and academic progress of students across the Communities
- To manage and lead the Restart Room ensuring that appropriate tone and discipline is maintained.
- To contribute to progress by managing student behaviour to ensure that all work is completed.
- To reduce barriers to learning by supporting students with behaviour management issues.

Principal Responsibility

- To monitor and communicate the overall behaviour, attendance and progress of students within a designated community.

Key Accountabilities:

Leadership and Management of Student Welfare and Progress

- To create and maintain a community ethos in line with the school's ethos
- To be a role model for staff and students
- Ensure the consistent implementation of behaviour, reward and homework policies and practices
- Ensure the consistent implementation of attendance and punctuality procedures
- To get to know students in the community as well as possible
- Promote and celebrate community activities and individuals' achievements
- Support and challenge individual students whose behaviour is a concern through PSPs and other school strategies
- Manage behavioural incidents promptly and effectively
- Effective communication with the SENCO, ensuring vulnerable students are fully supported
- Liaise and work alongside the DSL, as and when appropriate, on any safeguarding/child protection concerns
- Ensure the smooth induction of new entrants to the community, including admissions procedures
- Share with middle leaders, or SLT as appropriate, any concerns regarding progress being made in class by students
- Coordinate social, charity and extra-curricular activities for the community
- To monitor the progress of students and induct new-comers to the community
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- To insist on high standards of school uniform and initiate action as necessary
- To secure high levels of attendance by monitoring and actioning attendance issues, working collaboratively with SSM peers for the whole school and meeting with the Deputy Headteacher.
- Ensure that all staff are aware of which students are placed in the Restart Room
- To request suitable work for each student from their class teacher(s) and/or Subject Head(s) with as much notice as possible
- To register all students
- To enable and support students to reflect on their behaviour and to identify strategies to avoid repeating the behaviour

JOB DESCRIPTION



Key Accountabilities (continued)

- To apply all policies consistently whilst in the Restart Room
- To manage students at break
- To maintain the learning environment in the Restart Room, including displays
- To ensure that all completed work is returned to the department
- To support students' learning where possible
- To communicate any problems to Line Manager and/or SLT on duty
- To liaise with parents, students and staff as required
- Follow all school's safeguarding procedures
- Ensure that all students are supervised at all times
- To monitor student progress in the Restart Room

Additional Responsibilities

- To manage the school's behaviour and interventions package
- To review and evaluate the impact of behaviour interventions
- To maintain all student behaviour records on BrmCom
- To communicate to stakeholders through the school's texting service

Effective Communication

- Together with the Assistant Headteacher, co-ordinate all information received from staff, parents and outside agencies regarding individual students
- Respond promptly to parental communication and be available for effective home-school liaison
- To keep parents informed of students' progress and make contact and invite in as necessary
- To keep staff informed of outcomes following action.
- Keep accurate records of all communications with parents
- Ensure information in student files are kept accurately

Health & Safety

To promote and comply with the school's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.

Safeguarding

The school is committed to safeguarding the promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



Qualifications and Experience	Essential / Desirable
Level 2 Qualifications in English and Maths	E
Experience of working with young people in a learning environment	E
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	E
Understanding of relevant policies, codes of practice, legislation	E
Personal and Interpersonal	
Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving (Growth Mindset)	E
Must have excellent communication skills, both verbal and written	E
Special Skills and Aptitudes	
Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.	E
Knowledge of BromCom an advantage, although training will be given.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to gemma.sorrellfleet@swale.at or by post to the following address:

Miss Gemma Sorrell-Fleet
The Turing School
Larkspur Drive,
Eastbourne
East Sussex
BN23 8EJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

