



## JOB DESCRIPTION

<b>Title:</b>	<b>Student Support Champion - Right Path (Internal Isolation).</b>
<b>Project Team:</b>	Associate Staff.
<b>Reports to:</b>	Assistant Vice Principal for Behaviour, PLDs as required.
<b>Grade:</b>	Grade 7, SCP 22 – 27
<b>Salary:</b>	£32,654 - £37,035 pro rata for TTO (£29,659 - £33,937)
<b>Hours of work:</b>	37 hours per week - Term time only + 2 weeks

### **Key Duties and Responsibilities**

- To coordinate and run the Right Path facility within the Academy.
- To keep an accurate log of students who are in Right Path during the course of the day and ensure that referral forms are accurately completed by the respective PLD for the year group.
- To notify the Senior Leadership Team when a student is inducted into Right Path, outlining the reason and duration.
- To supervise and manage the students who are in Right Path by ensuring that they are completing their work (set online).
- To maintain a calm environment inside Right Path where students are not misbehaving and/or talking to other students. It is imperative that order and discipline is maintained in Right Path. Students should not be having conversations with peers and should be fully engaged with completing their work (set online) using laptops. Students may also be required to complete written assessments.
- To apply appropriate sanctions on Classcharts when students do not follow a reasonable request or refuse to do their work.
- Where laptops are being used by students, to ensure that students are completing lessons as opposed to playing games or emailing other students.
- To conduct regular 'spot checks' on students to ensure that they are working and not procrastinating.
- Responding to any questions from students about processes and procedures.
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Collecting any completed work after the lesson and returning it to the student's appropriate Learning Consultant.
- Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of students during Right Path and any issues arising.
- To be able to hold others to account in order to ensure consistency with the logging of interventions across the Academy.
- To line-manage and supervise additional support staff within the Right Path provision. This may include supervising Academic Ambassadors and fellow Student Support Champions who are assigned to support Right Path.
- To be responsible for decisions around the budget for Right Path. This may include, but not limited to, sourcing and allocating support from external agencies such as Murray Hall, Krunch, BEAM, Brook etc.
- Supporting classes or intervention initiatives as appropriate when cover is not required.
- To be a focal point at the Academy for building relationships with colleagues in nearby schools and encouraging cross-school collaborations in Sandwell.
- To complete all external isolation referral forms for Q3 students in conjunction with the relevant contact at the host school and the Attendance Officer(s).
- Where the Academy hosts a student(s) on external isolation, to ensure that all paperwork is completed and all work set by the student's respective school is completed by the student(s).
- To support the day-to-day management and leadership of student progress, behaviour and attendance in conjunction with respective SSCs and PLDs for each year group.
- To support in the reintegration of students following time spent either on external isolation, fixed-term exclusions, a failed managed move or time spent at an alternative provision.

- To source additional alternative provisions for the Academy in order to increase the options available to the Academy when deciding where to send students following repeat misbehaviour and fixed-term exclusions. This may include arranging visits to alternative provisions to acquire further information to report back to the Assistant Vice Principal for Behaviour.
- To support Pastoral and Academic oversight of students.
- To support students with rehabilitation so that students are fully aware of the reason(s) as to why they were in Right Path and how to make better decisions in the future to avoid re-offending.
- To work collaboratively with the other Academy Personnel to raise student achievement across the Academy.
- To assist in monitoring and following up student progress, including interpretation of data.
- To implement and support strategies for raising student achievement.
- To embed high standards of Behaviour for Learning in every student across the Academy in order to secure continuous improvement in achievement and attainment.
- To work with a wide range of stakeholders, including external agencies responsible for the health, safety and wellbeing of all students including CAMHS, MASH, etc.
- To identify and communicate with Academy Personnel, priority areas for improvement, identifying needs and providing solutions.
- To conduct and coordinate Home Visits as directed by the Assistant Vice Principal for Behaviour.
- To identify trends and intervene as appropriate to bring about positive change in behaviour.
- To participate in the Academy's student mentoring programme.
- To undertake student learning trails as and when required by the Assistant Vice Principal for Behaviour or PLDs.
- To support Wednesday afternoon enrichment programme at the Academy.
- Work under the guidance of the lead member of staff during any Academy visits or trips.
- Supervising examinations as and when required to do so.
- Provide specific break-time and lunchtime supervision (as necessary).
- To support with AM and PM gate duty at the beginning and the end of the day (as necessary).
- Other duties as may be appropriate to achieve the objectives of the Academy.

### **Component 1 – Wider Professional Effectiveness**

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting-edge development.
- Effectively contribute to the Academy improvement planning process.

### **Component 2 – Role Model**

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

### **Additional Components**

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To uphold the vision and running of an effective and structured alternative to a traditional suspension/isolation room.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- To line-manage and supervise additional support staff who are assigned to Right Path.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.

- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the Academy's pursuit of excellence.

### **Health and Safety Responsibilities**

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

***The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.***