

Job Description Inclusion Room Manager

Responsible to: Assistant Headteacher Pastoral
Salary Grade: Scale 7, Points 19-24
Full time/Part time: Part time – 37 hours per week, 39 weeks per year (term time plus non-pupil days)

Job Purpose

To provide the calm and effective day to day running of RRR (Remove-Reflect-Restore) Inclusion Room.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Daily

- To run pastoral interventions across the school for identified cohorts at times identified by SLT.
- Collect and settle students from late gate entry into the RRR room and remind them of the 'R-R-R' agreement and expectations.
- Assist students with completing a 'Reflection Sheet' about their behaviour.
- Discuss their behaviour with the students during their time in the RRR.
- Ensure the work completed reflects their timetabled lesson and if practical lessons are on this day, prioritise Maths, English and Science in line with the Academy SOL.
- Work with the students on a 1-1 basis to ensure they reflect and do not repeat their actions.
- Ensure students are engaged, completing work and given the relevant resources & support.
- Implement the classroom support plan for warnings when in the RRR room.
- Contact home as a support call should students require support to reduce the risk of an unsuccessful day of reflection.
- Supervise and support the completion of the work from lessons ensuring this is completed to the best of their ability.
- Supervise behaviour whilst ensuring it is befitting of the academy ASPIRE values and the Paxman Process.
- Build character and resilience as part of the restorative programme.
- Reward students with ASPIRE points to build a positive rapport.
- Monitor and record work completed and behaviour – feeding back to the teaching staff how the work has been completed and when it is ready to collect, if handwritten work was set.
- Escort students to the food plant at an alternative break time to purchase refreshments and return to RRR room for the day.

- Create an atmosphere that enables students to succeed and achieve effective reflection.
- Support students by encouraging them to consider strategies to change their behaviour. Document these.

Daily administrative tasks including:

- Inputting attendance for RRR students on Arbor.
- Preparing timetables for each student aligning with their current timetable.
- Liaising with SEND for any high profile SEND students and communicating any additional support or resources that may be needed.
- Updating parents by phone at the end of the day and recording details on provision map.
- Recording details and outcomes for restorative programmes, including brief notes of what was discussed, any online programmes or tasks completed, ensuring students sign before scanning and uploading to Provision Map and Panel document.
- Performing duties outside the RRR to ensure respite such as interventions in Pastoral and break and lunchtime duties, as and when necessary.

Weekly

- Review data and update Year teams of any concerns or dynamic clashes.
- Attend fortnightly line management meetings and take part in annual performance management processes.
- Record details and outcomes of restorative programmes, including brief notes of what was discussed, any online programmes or tasks completed and ensure students sign before scanning and uploading to Provision Map and Panel document.

Half-Termly

- Attend briefings and CPD as per the whole school calendar.
- Co-ordinate behaviour intervention spotlights with line manager for staff briefings.
- Create a half termly report on RRR names, repeat offenders, early interventions and success stories. SWOT analysis.

Termly

- Attend pastoral team meetings.
- Review SOL and resources in RRR to ensure all copying and resources are up to date.
- Create termly reports on RRR names, repeat offenders, early interventions and success stories. SWOT analysis, including student voice, parent voice, data and impact.
- Run a parent workshop supporting parents and carers with behaviour strategies at home and how to best support their child whilst at paxman. (Invite only).

General

- Assist with the administration and operation of school events such as parents' evenings, uniform sales etc
- Attend CPD as directed, to develop skills and knowledge appropriate to the role.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this

commitment

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.