

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Behaviour Room Lead
Reporting to	Assistant Principal for Behaviour
Hours	30 hours per week for 39 weeks per year
Grade/Point	D 8 to 12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To co-ordinate and facilitate students that have been unsuccessful within their learning environment and need additional support to manage either their return to their lessons or the space to reflect for a period of time within the school 'internal exclusion' room.
- The post holder will manage the day to day running of the room under the guidance of the assistant head and Senior Leadership team, to ensure that the needs of the students are being met and a collective approach has been identified to enable a positive way forward.

Main Duties and Responsibilities:

- To co-ordinate and supervise internal exclusions.
- To co-ordinate and manage administration pertaining to internal exclusion.
- Take responsibility for the day-to-day running of the internal exclusion room.
- Maintain appropriate standards of behaviour in the room in accordance with school policy.
- To disseminate and communicate appropriate information regarding students with Heads of Year, Year team and Senior Leadership Team.
- Maintain appropriate records of discussions with students, reporting to the relevant staff.
- To communicate to staff the daily internal exclusion register.
- To provide statistical reports and analysis on internal exclusion for SLT as required, providing monitoring information and feedback in respect of work undertaken.
- To maintain accurate records and update the local authority with accurate information regarding internal exclusions.
- Liaise with colleagues to ensure students accessing this provision are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
- To develop programmes of study for students to complete during internal exclusion in liaison with
- Subject Leaders so that student learning is maximised.
- To develop relational behaviour practices in an attempt to modify and improve behaviour and
- improve relationships between students and staff.
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- Communicate set work to students and offer help and guidance as required.
- To co-ordinate our extra-curricular activities and enrichment calendar and menu at the direction of senior leadership.
- To fulfil duty responsibilities during social/non-contact time for students.

Supporting the College:

- Being aware of and complying with policies and procedures relation to Safeguarding, Health and Safety, confidentiality and data protection and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Attendance at internal meetings where required.
- To attend any relevant training opportunities as identified through the Appraisal system and as fitting for the needs of the students.
- Working alongside and communicating with Senior Leadership, Heads of Year, Designated Safeguarding Lead, SENDCo to ensure student needs are communicated effectively to all relevant staff and appropriate provision is in place.
- To assist with staff training in a one to one, small group or whole school training sharing appropriate behaviours and interventions to effectively support students, using current and up to date research and material in line with government guideline and papers.

General:

- Supporting the aims of the school.
- Support the school in its drive to raise standards for all students.
- To support the enhancement and operation of the learning environment of the school.
- To adopt, adhere and work within school policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
- Attend relevant staff training (internally and externally) and apply the knowledge in the workplace.
- Ensure a high level of courtesy and care at all times.
- Post holder to participate in Performance Management Appraisals and Professional Development opportunities through identified training needs and core staff as and when required.
- Value diversity and promote equal opportunities.
- Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
- Carry out any other duties commensurate with the post.
- All information in relation to the College should be treated with discretion and strictly confidentiality at all times in line with data protection and school safeguarding policy.
- Maintain an orderly working environment.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths	- First aid qualification - Training in supporting children with complex behaviour needs - Education or learner support qualification, e.g. Education; Social Welfare or Psychology
Experience	- Good understanding of IT systems including Email, Spreadsheets and Word Processing - Experience of working with students with Special Educational Needs and Disabilities - Proven experience of working closely with parents/ carers - Proven experience of planning differentiated learning opportunities under the direction of the class teacher and national curriculum - Proven experience of working with children with challenging behaviour	- Knowledge of working databases - Experience of working in school setting - Working with Microsoft Office applications - Experience of working with students with SEMH and associated challenging behaviour
Skills	- Ability to communicate effectively, verbally and in writing - Excellent grammatical, spelling and punctuation skills. - Ability to manage time effectively - Ability to work on own initiative and to meet deadlines - Ability to work effectively as part of a team and work collaboratively - Strong organisational and planning skills - To know how to support students with particular barriers to learning so that they make progress - To know how to teach small groups of students with lower than-expected reading ages	- Ability to solve problems and find creative solutions - Good digital technology skills and ability to apply digital technologies to support students learning

	and levels of attainment in order to support them to make adequate progress To be able to develop good learning relationships with students so that they are motivated to learn and make good progress	
Personal Qualities	- Calm under pressure with a flexible and adaptive and highly professional approach to their work - Reliable and trustworthy - Embodies the Trust's vision and values "Can do" attitude - Friendly persona - Awareness to and commitment to equality - Displays understanding & commitment to the protection and safeguarding of children and young people	Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....