**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title**: Inclusion Room Co-ordinator

**Grade:** Level 3B (point range 6 to 8)

**Hours:** 37 hours per week, term time only, including 5 training days

**Job Purpose:**

* To coordinate support for students in the Inclusion room ensuring they can remain in school.
* To organise and lead Restorative Practices meetings between students and staff/students (training will be given).

**MAIN DUTIES AND RESPONSIBILITIES**

* Work directly with the Pastoral Team within the IR (Inclusion Room), to assist in monitoring behaviour and putting in correct support for both the student and family. You will have a calm but resilient manner, approachable and warm, but able to maintain authority at all times.
* Resolve behaviour issues for individuals and groups of students and monitor behaviour in the IR Unit.
* Assist in lessons with identified students when there are no students in the IR.
* Support students to develop effective social skills and resolve conflict positively through mentoring and advice.

**The post holder will be required to undertake:**

**Behaviour Analysis:**

* Observe and monitor the student's behaviours, as well as factors that may alleviate or trigger their behaviours.
* Be responsible for planning appropriate interventions to modify and resolve the behaviour.
* Work with the different support organisations offering bespoke interventions/support.
* Have the ability and skill to present and feedback to other professionals in formal and informal settings.
* Actively participate in the reviewing and the designing of behavioural intervention plans.
* Implement behaviour support plans.
* Measure goals and objectives of behaviour support plans to ensure they are being met and analyse the behavioural interventions to determine their success.
* Communicate with parents and carers in regard to student's progress in the absence of Head of Year.
* Maintain up to date accurate records of students' intervention work.

**Support for Students:**

* To support and assist pupils in managing their behaviour and in achieving their social and behavioural targets both in and outside the classroom.
* To assist individual pupils experiencing difficulties in managing their behaviour by supporting them outside the classroom/social group.
* To assist pupils back into the classroom/social group when they have regained management of their behaviour through the use of Restorative practices and a sound understanding of the curriculum.
* To set a good example to pupils through own presentation and personal and professional conduct.
* To engage students with restorative practices and ensure reintegration into lessons.

**Support for Teachers:**

* To support teachers with the behavioural management of groups and individuals within the whole class setting, so that teaching objectives are met and best use is made of teaching time.
* To support staff in organising and implementing reconciliations through Restorative practices.
* To support teachers in establishing and maintaining a purposeful working atmosphere and setting high expectations for pupils’ behaviour.
* Under the direction of the teacher, to set clear targets for social and behavioural achievement of individuals and groups of pupils
* To contribute to the developing and implementing of policy and good practice for pastoral and behavioural support which reflects the school’s commitment to high achieving and effective teaching and learning.
* To contribute to the monitoring and evaluation of pupils’ progress in achieving pastoral and behavioural targets; using outcomes of evaluation to assist further improvement.
* Working with the SENCO/ARC and any other staff to contribute to individual education plans.

**Support for the School:**

* To ensure that support for the behaviour management of pupils is consistent with the school’s policies and programmes; sharing good practice with colleagues.
* To assist in establishing good relationships with parents and carers and provide information about social and behavioural progress and targets.
* To contribute to extra-curricular activities in order to provide further opportunities for pupils’ social and cultural development.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
* To undertake tasks of a similar nature as directed by the headteacher/line manager.
* To undertake training of staff in Restorative practices.

**General:**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

**BIDDENDHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**PERSON SPECIFICATION**

**INCLUSION ROOM CO-ORDINATOR**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Preferred** |
| **Education/**  **Qualifications** | * GCSE English and Maths A\*-C or equivalent. | * Degree level qualification |
| **Experience** | * Evidence of work experience relevant to the main responsibilities of the post. | * Previous experience of working in an educational setting. * Evidence of successful experience working with challenging young people |
| **Skills/Knowledge/**  **Aptitude** | * Understanding of children’s educational and emotional needs * Ability to create systems of work that can be accessed and used by other staff * Understanding of the school and pastoral curriculum. * Ability to work collaboratively with teachers and others * Ability to take responsibility in the delivery of learning/care/support programmes. * Ability to assist in the delivery of literacy, numeracy and oracy programmes. * Good interpersonal skills, written communication skills and organisation/time management skills. | * Ability to use ICT for recording, monitoring and reporting * Ability to effectively support and work with parents and carers. |