

Salary:	NJC Pay Scale, Grade E
Responsible to:	Lead Behaviour and Inclusion Manager; Lead Behaviour and Attendance Manager; Senior Leadership Team
Date of Job Description:	June 2022

Purpose of the Role:

To work as a member of the Inclusion Team, supervising students' and supporting them with their learning, whilst withdrawn from their normal classes for a fixed period of time.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Main Tasks and Responsibilities:

1. Plan, prepare and deliver learning to individuals or groups of students in the withdrawal room liaising with the normal teacher, so that students learning continues to progress whilst withdrawn and then facilitate their reintegration.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources required for the withdrawal room.
3. Support the monitoring and evaluation of student progress.
4. To liaise with the Progress Managers of the students that have been referred to the withdrawal room.
5. Manage the supervision of students following a different timetable.
6. Liaise with CAL to support progress in subjects the students have been withdrawn from.
7. Provide advice and support to parents/carers of students withdrawn.
8. Support the reintegration of students back into their normal lessons to prevent further escalation of behaviour.
9. Respond to complex and sensitive situations and needs providing advice and support.
10. Supervision of groups of students to provide advice, motivation and support on behaviour and welfare issues.
11. To assess the needs of students and use detailed knowledge and specialist skills to tailor provision to support the individual needs of students withdrawn, considering any behaviour or SEN passports in place.
12. To maintain records of all interventions and to take responsibility for the record keeping regarding students withdrawn from lessons.
13. Work with staff to produce and implement whole school plans, initiatives strategies and policies to improve student behaviour.
14. Be responsible for and lead in managing student behaviour in the withdrawal room.
15. Liaise with external agencies to improve student behaviour and communicate with students, parents and carers when required.
16. To provide cover for any other supervised area within the Inclusion Hub.
17. Provide supervision at the end of the school day when required, as students leave school.
18. To manage the work day to day of any junior colleagues working within the withdrawal room.
19. Any other duties and responsibilities in line with this post as directed by senior staff.