



St Ursula's Convent School

A Humanities College and Teaching School

St Ursula's Convent School R&R Manager (Learning Support Unit, Behaviour/Wellbeing)

ACCOUNTABLE TO Assistant Headteacher

PURPOSE OF JOB To co-ordinate the school's R&R room; as part of the school's Student behaviour management strategy.

GRADE Grade 4, Scale point 7-10
SALARY £22,995 - £24,258 pro rata
HOURS 35 hours per week
WEEKS Term time only - 39 weeks / year

RESPONSIBILITIES:

1. To coordinate and supervise students in the R&R room including facilitation of lunchtime.
2. To coordinate and manage administration pertaining to R&R room referrals.
3. Maintain appropriate standards of behaviour in the room in accordance with school policy and in line with the Ursuline way.
4. To liaise with the Safeguarding and Wellbeing Officers, Key Stage Leaders and Senior Management in regards to R&R referrals.
5. Conduct interviews with students in the facility to ensure they are aware of the procedures and required standards and to reinforce the reasons for the referral.
6. Maintain appropriate records of discussions with students, reporting to the relevant staff.
7. To communicate to staff the daily R&R register.
8. To provide half termly statistical reports and analysis on R&R referrals.
9. To maintain accurate records and update the school information management system (SIMS) with accurate information regarding R&R referral.
10. To collate programmes of work for students to complete during their time in R&R in liaison with Heads of Department and Heads of Year, so that student learning is maximised.
11. Challenge and motivate students to promote and reinforce high levels of self-esteem.
12. Liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
13. Communicate set work to students and offer help and guidance as required.
14. To lead parts of meetings specific to R&R referrals and statistics.
15. Restorative practice – lead on.
16. R&R records – maintain.
17. R&R reflections – lead on.
18. To make phone calls to parents to inform them of the child's time in R&R.

GENERAL:

Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) eg. On call and student mentoring.