



Deer Park School

JOB DESCRIPTION

JOB TITLE:	Internal Suspension Room Manager
GRADE:	Grade D
WORKING WEEKS/ HOURS:	38 weeks; 37 hours per week
TIMES WORKED:	8.15am to 4.15pm Monday to Thursday, 8.15am - 3.45pm Friday
BASE:	Student Hub

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Deputy Headteacher

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To foster the participation of students in the social and academic processes of the school. To seek to enable students to become independent learners and supporting students identified as underachieving.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Having operational oversight of the Internal Suspension Room and develop and lead the focus on reflective and restorative practices, and positive reinforcement to help students to reengage with their lessons.
- Train and coach staff in utilising restorative practices to address student behaviour concerns
- Facilitate restorative conversations to address conflict and build positive relationships between students and staff
- Oversee the identification and implementation of behaviour support plans for students with additional needs and challenges
- Collaborate with teachers and support staff to develop inclusive teaching strategies that cater to diverse learning styles
- Analyse data and track the effectiveness of the Internal Suspension Room
- Monitor and report on student behaviour trends and outcomes to the Head of Years.

- Build strong relationships with students, parents, and external agencies to ensure a holistic approach to supporting student well-being and behaviour
- Continue to develop the Internal Suspension Room to include further support strategies including working with key groups of students
- Mentoring key students
- Oversee the whole school mobile phone policy and procedures working with students, staff and parents
- Welcome students at the gates daily building positive relationships with our Deer Park families

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g., graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Head of Student Services.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By: