



Grace Academy Solihull

Job Description



Role:	Assisted Restorative Centre Manager (Maternity Cover)
Responsible to:	Assistant Principal- Student Operations
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade I, points 22 to 26

Job Context

This role exists to provide an alternative experience for students who are in danger of falling out of the system due to behavioural or social challenges. The post holder will lead a team who support the students and the teaching community with restorative behaviour strategies and resources.

Key Responsibilities

- To teach, mentor and encourage students placed in the restorative centre with a view to their successful re-integration to their normal timetable
- To assess and record the work of the students and plan an intervention programme and create or ensure they have the appropriate materials and resources to maximise their progress, then ensure this feeds back accurately to all stakeholders.
- To manage the staff of the restorative centre and the day to day operations, ensuring the needs of pupils who are placed in the unit are successfully met.

Job Description

Student Support

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Meet with students regularly and consult with other school staff as required to ensure the students are supported in their social development, learning habits and behaviour as well as their progress and achievement.
- Promote and support the inclusion of all students, including those with specific needs or differences, both in learning activities and within the restorative centre ensuring all students have equal access to opportunities to learn and develop.
- To act as a mentor to a number of the monitored group and be the lead co-ordinator in their progression, social development and achievement.
- To encourage students to become independent learners, to signpost support for their welfare, and highlight any concerns to the appropriate staff members.

- Understand and implement school's safeguarding procedures and comply with legal responsibilities

Assessment & Monitoring

- Reporting on students' progress, development and achievements through meetings with parents to provide constructive feedback on progress, achievement or behaviour, maintaining sensitivity and confidentiality at all times.
- Provide detailed verbal and written feedback on behaviour and student responses to learning.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- To work collaboratively with teaching staff within the mainstream academy and take a lead in the planning and the management/preparation of resources for the designated students.
- Design, develop and prepare differentiated resources for learning activities and in response to individual student requirements.
- Plan specific intervention strategies and build in enhancement opportunities for the students to develop academically and socially with a view to successful re-integration to their normal timetable.
- To deliver and oversee social, emotional and mental health programmes to help pupils to overcome barriers to learning. This will be in 1:1 and small group situations.

Management Responsibilities

- Organise and safely manage the appropriate learning environment and resources within the restorative centre.
- Line manage the support staff within the centre and conduct their annual appraisal and performance reviews.
- Contribute towards the Academy's behaviour strategy and policies, providing advice and guidance as appropriate.
- Create timetables for students and work flows for staff that maximise individual student's learning opportunities.
- To work collaboratively with key professionals, in and out of school, involved in the student's education to ensure advice from external services is disseminated to key stakeholders
- To undertake other duties appropriate to the post that may reasonably be required from time to time

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.