

Saint John Houghton Catholic Voluntary Academy

Social Inclusion Co-Ordinator Job Description

Job Title:	Social Inclusion Co-Ordinator
Reporting to:	Assistant Headteacher
Contract:	Fixed Term (1 year to 31 August 2020)
Salary:	Band 3 (Point 16)
Hours:	26 hours per week (Monday – Thursday 08.15 – 15.15) - 39 weeks per year (Term Time + INSETs)

About Our Academy:

As a Catholic Voluntary Academy, everything we do is based around our Mission Statement and we expect all who work with us to respect our distinctive ethos.

Purpose:

To provide efficient and effective co-ordination of the Social Inclusion Room (known as Reflection) supervising students and arranging appropriate resources.

Duties and Responsibilities:

1. Supervise students in Reflection maintaining a calm and purposeful working environment.
2. Ensure students in Reflection maintain the same standard/ work ethos / and behaviour, reporting back to HOB as appropriate
3. Record attendees on academy management information systems G4S.
4. Communicate with Assistant Headteacher, House Leaders, tutors and other staff when appropriate regarding students in Reflection.
5. Co-ordinate student work from class into Reflection.
6. Manage the Setup of dates/Staff Rota and allocation of all Detentions given to students on Go4Schools database.
7. Provide Detention information and print outs for Assistant Headteacher/House Leaders and other staff as required.
8. Liaise/provide information to senior mid-day supervisor who notifies attendees of Lunch Time Detentions escorts to relevant Rooms.
9. Provide as required Excel reports to Assistant Headteacher for rewards and sanctions on GO4Schools
10. Provide/ Organise Positive point reward cards for House rewards
11. Provide /Organise prize draw tickets for "Init2Winit" Attendance rewards as required.
12. Maintain work bank of all subjects for back up work in Reflection.
13. Provide homework diaries to all students and hold spare copies for purchase by students.

Saint John Houghton Catholic Voluntary Academy is committed to safeguarding the welfare of students and expects all staff and volunteers to share this commitment.

All staff are expected to comply with relevant school policies published and amended from time to time.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post holder may also be asked to carry out other duties associated with this post from time to time.

Professional Development:

The post holder will be expected to:

- take part in academy performance management processes;
- attend meetings relevant to data processing and management information systems held outside of the academy
- take responsibility for own professional development
- full training will be provided

This post is subject to a full Enhanced DBS check