



# St Ursula's Convent School

## Job description

<b>Title:</b>	<b>R&amp;R Manager</b>
<b>Reporting to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>Students in the R&amp;R area / Promoting well-being across the school</b>
<b>Salary:</b>	<b>Scale 6 /point 18-20</b>
<b>Work pattern:</b>	<b>Term time + INSET</b> <b>25 hours per week, 08:00-16:00 (with a one-hour lunch break daily)</b>

### **The Role**

- To work with the Assistant Headteacher to ensure effective systems and procedures are consistently implemented within the R&R room.
- To lead on well-being and gain accreditation for the school. Train and advise colleagues in this area
- To coordinate and supervise students in the R&R room including facilitation of lunchtime.
- To coordinate and manage administration pertaining to R&R room referrals.
- Maintain appropriate standards of behaviour in the room in accordance with school policy and in line with the Ursuline way.
- To liaise with the Safeguarding and Wellbeing Officers, Pastoral & Wellbeing Leaders, Key Stage Leaders and Senior Management regarding referrals.
- 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.
- Maintain appropriate records of discussions with students, reporting to the relevant staff.
- To communicate to staff the daily R&R register.
- To provide half-termly statistical reports and analysis on R&R referrals.
- To maintain accurate records and update the school information management system (SIMS) with accurate information regarding R&R referral.
- To use the school IT systems for safeguarding (CPOMs)
- 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.
- To write intervention programmes for individual / groups of students.
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- 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.
- Communicate set work to students and offer help and guidance as required.
- To lead parts of meetings specific to R&R referrals and statistics.
- Restorative practice – lead on.
- R&R records – maintain.
- R&R reflections – lead on.
- To make phone calls to parents to inform them of the child's time in R&R.

- To attend meetings with reference to students as required with parents, colleagues, outside agencies
- To communicate and liaise with staff, students, parents, governors, and members of the local community as appropriate.
- To be active in issues of student welfare and support.
- To actively promote the school and liaise with outside agencies as necessary, representing St Ursula's as appropriate.
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.

### **Key Responsibilities**

- To oversee and monitor the behaviour
- To communicate the highest expectations of behaviour and consistently and effectively implement the school's behaviour management policy and procedures.
- To monitor the emotional and mental well-being of students and make provision for necessary intervention.
- To liaise with outside agencies to set up interventions, and support individuals and groups of students, as and when required.
- To support students in the acquisition and development of learning dispositions and positive character traits.

### **Monitoring and Evaluation**

- To liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and parents/carers.
- To ensure that students are achieving targets

### **Strategic Leadership**

- To be the Wellbeing Champion for the school
- To identify and implement interventions for students requiring additional support to enhance their attitudes to learning.
- To identify and implement strategies to improve behaviour

### **Staff Development**

- To become the Wellbeing Champion for the school
- To organise effective team meetings with relevant agendas centred on raising behaviour standards

### **General**

- To play a full part in the life of the school community, to support its aims and Catholic ethos and to encourage staff and students to follow this example.
- There is an expectation to attend key school events out of hours as detailed in the school calendar
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person.
- To promote actively the school's policies.
- To comply with the school's Health and Safety policy.