MAIDENHILL SCHOOL - JOB DESCRIPTION

**Referral Room Manager**

**Job Title:** Referral Room Manager

**Salary Level:** Support Staff, Grade 6  
Monday to Friday, 37 hours per week over 38 weeks pa

**Responsible to:** Assistant Headteacher (AHT) (Student Welfare & Guidance), Head Teacher (HT)

# JOB PURPOSE

To assist in the raising of standards and achievement of the school overall by supporting the school’s Behaviour for Learning Policy through supervision of students in internal exclusion, either on exclusion, or who are referred during a school day for disruption to learning and by supporting in other ways in-person and administratively throughout the school day.

# MAIN DUTIES AND RESPONSIBILITIES

1. Day to day running of the Referral Room, in accordance with the school procedures and protocol for the Referral Room
2. The smooth running and general care and upkeep of the Referral Room. Maintaining the quality of the physical environment of the Referral Room by regularly checking student areas, desks, walls etc. for signs of damage/graffiti and immediately reporting any such occurrences. Ensuring that any displays support school initiatives and focus on student progress and achievement
3. The supervision, care and safety of students within the Referral Room
4. Management and deployment of Referral Room resources, including maintaining banks of materials for student work
5. Maintaining records of students referred to the Referral Room and liaising with staff to ensure continuity of learning
6. Liaising with Heads of Year and Senior Leadership Team (SLT) to manage the allocation of places in the Referral Room
7. Liaising with AHT re consistent application and implementation of policy and practice with regard to the use of the referral room
8. Ensuring school policy is followed and implemented in the Referral Room, referring students who fail to abide by the rules of the Referral Room and completing incident reports/entries in behaviour logs as appropriate
9. Keeping your line manager informed of any issues relating to the Referral Room which may need addressing
10. Supporting and overseeing the schools automated detention system and ensuring issues are addressed
11. Maintaining you own professional conduct, including standards of dress; conduct with colleagues, students and parents; punctuality; meeting of deadlines
12. Providing accurate and up-to-date student data upon request
13. Supporting the AHT with the administration of the safeguarding system

14. Supporting Heads of Year with the logistics of working with external agencies under the direction of the AHT

# QUALIFICATIONS/EXPERIENCE

1. Maintain an up to date, detailed knowledge of strategies for managing the behaviour of challenging students
2. Maintain an awareness and understanding of the overall school vision and improvement priorities and any Government/DFE initiatives relevant to inclusion/exclusions
3. Maintain an up to date knowledge and awareness of school policies and procedures, especially regarding Health and Safety, Behaviour for Learning, the Use of Force to Control/Restrain students

# SUPERVISION RECEIVED

**In order to support you in fulfilling your role:**

1. Guidance, direction and support from the Assistant Head (Student Welfare and Guidance), Heads of Year and the Student Welfare and Guidance Team

2. SLT support on any issue upon request

3. Access to and support for quality continuing professional development

4. An annual Performance Management Review

# HEALTH AND SAFETY

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
2. Obtain a nationally recognised First Aid certificate, as required and if agreed, and attend suitable refresher courses in order to keep qualifications up-to-date.
3. Cooperate with the employer on all issues to do with health, safety and welfare including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements

# CONTINUING PROFESSIONAL DEVELOPMENT

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
3. Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for the post
4. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

# GENERAL RESPONSIBILITIES

1. To be aware of and work in accordance with the school’s safeguarding policies and procedures and to raise any concerns relating to such procedures
2. To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Maidenhill School
3. To contribute to school improvement work ensuring that student learning is central to all activities
4. To attend staff /department meetings, training and school events as required
5. To maintain confidentiality of information acquired in the course of undertaking duties
6. Communicate regularly with staff and students, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development
7. To be responsible for your own continuing self-development and engage constructively with the performance management process, including any relevant training to further develop knowledge and skills to enhance own performance and support the school improvement agenda
8. To contribute to the training and development of the workforce
9. To undertake any duties appropriate to the grading of this post as required, under the direction of the Head Teacher

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_