



Wright Robinson College

Headteacher: Martin Haworth

Direction Room Co-ordinator: Job Description

JOB TITLE

Direction Room Co-ordinator

SCALE/SALARY

GRADE 6 - £32,115 – £35,235 (Actual salary term-time only £26,915 - £29,529). Contract: Permanent, 35 hours per week, term-time only

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher,

JOB PURPOSE

To manage the day to day running of the Direction Room, ensuring that students are effectively supervised and that high standards of behaviour are achieved in a calm and positive working environment. To promote positive values, attitudes and behaviours to students.

Duties and Responsibilities

1. Ensure that students are aware of the procedures and expectations whilst in the direction room and when necessary.
2. Be responsible for ensuring that students have appropriate work to complete and that the direction room timetable is followed.
3. To communicate set work to students and offer help and guidance as require.
4. Provide feedback and encouragement to students in relation to their progress whilst in the direction room.
5. To utilise the college's reflection intervention to encourage and allow students to reflect on choices in an attempt to modify and improve behaviour and improve relationships.
6. To record and report on the behaviour and progress of the students in the direction room and communicate in a timely manner with the SLT link and or the relevant pastoral team any further sanctions or reasonable adjustments, in line with the behaviour for learning policy.
7. To attend meetings specific to the direction room and behaviour management strategies and contribute to maintaining systems and procedures e.g. improvements to learning environment and engagement of students.
8. To support student management strategies and policies of the college and to undertake additional duties as and when required.
9. To complete all administrative tasks relating to the year group and ensure that all pupil records are updated and maintained.

10. To effectively manage the direction room budget.
11. To assist with data gathering and reporting for analysis.
12. To provide reports and briefing notes as required.
13. To attend the pastoral meeting as and when required.
14. To participate in the college's appraisal process.
15. To provide first aid to pupils once appropriately trained.
16. To manage the upkeep of the area including signage and to ensure that the direction room is neat, tidy, effectively resourced, stocked and maintained.
17. To implement and adhere to the college's equal opportunities policy
18. Any other duties that may be required, commensurate with the grade of the post.
19. To have a flexible and can-do approach with the ability to respond to the needs of the college.
20. To contribute to the overall ethos, work and aims of the College.
21. To establish constructive relationships and communicate with other agencies and professionals.
22. To participate in training and other learning activities and performance development as required.
23. To recognise own strengths and areas of expertise and use these to advise and support others.
24. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
25. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.