

Job Description

Reintegration Manager (Bucks Pay Scale 5)

Principal Responsibilities

To support the Pastoral Team and the reintegration process for students

Responsible to: The Headteacher via Assistant Headteacher

Safeguarding

- To support staff by providing second line support for any issues raised in CPOMS, taking appropriate actions according to school policy
- To ensure information is kept up to date by continual logging and actioning of CPOM alerts

Emotional Well-Being

- To support all students with emotional difficulties and provide a communication link for parents of these students who may require information and advice.
- To deal with day to day student issues and concerns whether in school or outside, taking appropriate action according to school policy, referring where necessary to the HOY's and AHT

Behaviour

- To support the Heads of Year and SLT with obtaining statements, reviewing CCTV footage, liaising with parents and completing associated paperwork
- To complete paperwork, support reintegration meetings and ensure pastoral actions are implemented for all Suspensions with HOYs and AHT
- To support the HOY/SLT in ensuring that all students are wearing the correct school uniform via the morning 'line up' process
- To set up, review and administer Pastoral plans, e.g. Pastoral Improvement Plans, Pastoral Support Plans, etc. in conjunction with the HOYs
- To complete behaviour logs and intervention logs where appropriate for students near permanent exclusion
- To ensure teachers are made aware of their detention slots and organise cover if needed
- To support restorative justice/mediation meetings with AHT and HOYs between students and/or staff to bring issues to a satisfactory conclusion or to enable students to move forward

Detentions

- To support teachers during the detention process
- To start and organise all detentions, including tracking students and teacher's attendance, and escalate to AHT if either do not attend
- To deputise and cover in detentions when needed
- To organize registers for the detentions and reissue detention for non-attendance
- To lead on detention rotas

Focus Room

- Support the Behaviour for Learning Policy by ensuring positive and mature behaviour of students attending the inclusion Room.
- Ensure students are well integrated into the classroom setting upon their return.
- Work closely with Pastoral Managers on the effective management of students when in the inclusion room.
- Administer behaviour reports, update databases, arrange the collection of work for students in inclusion and support the Assistant Head teacher in generating and producing reports for the wider Senior Leadership Team and governors of the school.
- Responsible for logging call outs and alert the Duty Leader
- Keep hot spot list up-to-date
- Organise duty leader rota

- Direct the duty leader at the start of each lesson
- To keep a log of students using the Focus Room and the length of time

Skills Required

- Ability to work as a member of a team
- To work with initiative
- Good organisational skills

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- To be an effective team member, recognising the challenges such that the role presents.
- Ability to use Microsoft Word, Excel, Satchel and the school SIMS database.
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date