

# ALL SAINTS ACADEMY – JOB DESCRIPTION

Post: Ready to Learn Room Manager  
Grade: E  
Line Manager: Head of Inclusion

## JOB PURPOSE

To work as part of the Inclusion Team under the line management of the Head of Inclusion to maximise engagement of all students in Academy life. To fully support the Ready to Learn Behaviour policy by leading on the daily management of the Ready to Learn Room in the Ready to Learn Centre.

## MAIN AREAS OF RESPONSIBILITY

- To effectively lead the day to day running of the Ready to Learn room and support the detention system.
- To support the Academy's Ready to Learn Behaviour policy.
- To support the safeguarding team in keeping children safe.
- To liaise with staff to ensure there is a variety of appropriate and challenging work for students, to ensure their access to learning while in Ready to Learn
- To be flexible in meeting the student needs.

## KEY DUTIES

- Creating and maintaining a purposeful, orderly and supportive environment in the RTL room in accordance with the Academy's behaviour policy.
- Using strategies, in liaison with other staff, to support pupils to achieve learning goals.
- Planning learning activities and reviewing these on a regular basis to ensure student success.
- Monitoring students' responses to learning activities and accurately recording achievement/progress, and revising interventions to ensure success.
- Preparing materials and liaising with appropriate staff to ensure effective assessment and moderation of programmes/work set in the RTL room.
- Providing a list of students who are in RTL for all staff on a daily basis with reason and return time the next day.
- Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

- Establishing constructive relationships with students
- Working flexibly to meet the needs of the students.

Supporting pupils by: -

- Supervising and providing particular support for pupils, including those with additional needs, ensuring their safety and access to learning activities whilst in the Ready to Learn room.
- Supporting the implementation of individual behaviour plans.
- Quickly establishing constructive relationships with students and interacting with them according to individual needs.
- Monitoring student progress regularly and ensuring intervention is made to enable them to be successful.
- Promoting the inclusion and acceptance of all pupils as part of daily work.
- Working consistently whilst recognising and responding to individual pupil needs.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement at regular intervals.

Supporting the Academy by:-

- Being aware of, and complying with, policies and procedures relating to the Academy Behaviour Policy, Child Protection, Health, Safety and Security, Confidentiality and Data Protection, and reporting all concerns to an appropriate person.
- Leading the day-to-day running of Ready to Learn room.
- Being actively involved with the planning cycle for interventions and revising programmes according to needs.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the Academy.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings, as required.
- Participating in training and other learning activities and performance development, as required.
- Assisting with the supervision of pupils out of lesson times, including before and after Academy and at lunchtimes, as required.
- Accompanying teaching staff and pupils on visits, trips and out of Academy activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff.

## ALL SAINTS ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy are adhered to
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its pupils in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

This job description is subject to review by consultation.