

## JOB DESCRIPTION

<b>Post Title</b>	Referral Room Supervisor
<b>Salary Scale / Grade</b>	Scale 4 SCP 7-11
<b>Primary Workbase</b>	Medina College
<b>Hours per week</b>	35 hours per week
<b>Full time or Term time</b>	Term time plus 1 day
<b>Reporting to</b>	Assistant Headteacher

### Purpose:

To cover the Referral Room and supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff and within an agreed system of supervision, including implementing work programmes, managing pupil behaviour, and assisting pupils in relevant activities in line with the School's policies and procedures, as required.

### Key Accountabilities:

To:

- Cover the Referral Room
- Clearly communicate lesson objectives, tasks, and intended outcomes to students as set by the class teacher or Head of Faculty.
- Supervise students on cover work in accordance with the School policy.
- Prepare the learning environment and the materials used therein in readiness for the lesson/session as required.
- Manage student behaviour to ensure a constructive working environment.
- Respond to student questions about the work that has been set to support their understanding of the task.
- Mark elements of classwork and homework under the guidance of the class teacher or Head of Subject.
- Administer and mark class tests.
- Collect all work completed by students at the end of the lesson and return it to an agreed person/place.
- Manage resources effectively and ensure classrooms are left in good order at the end of the lesson.
- Promote the inclusion and acceptance of all students within the classroom.
- Be aware of particular students' specific needs as identified in IEPs.
- Support students in using basic ICT as directed.
- Supervise calm and purposeful entry and departure of students to and from lessons in accordance with School policy.
- Create a calm and purposeful environment in which students can complete work set by the teacher

and maintain high expectations.

- Record and report attendance at lessons in accordance with School policy.
- Assist in exam invigilation under the supervision of the Examinations Officer.
- Report back, as appropriate, using the School's agreed referral procedures, on the behaviour of students during the class and any other issues arising.
- Deal with any immediate problems or emergencies according to the School's policies and procedures.
- Respect any confidential issues linked to home/students/teachers/school work and maintain confidentiality as appropriate.
- Attend and participate in regular meetings, including staff meetings.
- Assist with the supervision of students on visits and trips as required.
- Provide administrative support for the school when not required for cover or exam invigilation.
- Take part in training activities and attend parents' evenings, as required.
- If necessary, assist in assigning cover for absence before plans for the day are given out.
- Cover the School Inclusion Room if required.

**Other Responsibilities:**

- To follow and support the School's policies, reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the School's ethos by expecting high standards from all students in both lessons and social times and personally modelling these high standards.
- To ensure all duties and responsibilities are discharged in accordance with the School's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher.

**Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

November 2021

### PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
<b>QUALIFICATIONS AND TRAINING</b>			
GCSEs at 4/C or above in English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent	✓		A
First Aid Certificate		✓	A
<b>EXPERIENCE</b>			
Working with relevant age group with behavioural difficulties	✓		A, I
Experience of working with students with additional needs	✓		A, I
Day to day working experience in ICT, including word processing and spreadsheets and school learning packages	✓		A, I
A working knowledge of Google software, including Google Docs and Google Sheets	✓		A, I
Experience of working in an educational setting	✓		A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Understanding and experience of the main safeguarding principles		✓	A, I
<b>SKILLS AND ABILITIES</b>			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Good ICT and Administrative skills	✓		A, I

High Level of accuracy and attention to detail	✓		A, I
Ability to use Arbor		✓	I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I