

Job title: TIER Room Supervisor	Status: Permanent
Grade: APTC3	Reports to: SLT Pastoral
Hours:	Direct reports: N/A
Department: Pastoral	Departmental budget holder: N/A

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose:

The TIER Room Supervisor is a member of a team of practitioners responsible for the care and guidance of pupils who are experiencing difficulties within the school. S/he is involved in contributing to the teaching and learning of pupils in accordance with the ethos, aims and objectives of the school.

The TIER Room Supervisor works under the direction and control of the Principal and the Director of Inclusion.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> ○ Is aware of and understands the ELAT Vision, Mission and Values. ○ Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the School.
Main Duties and Responsibilities	<ul style="list-style-type: none"> ○ To supervise pupils who are placed in our TIER Room and provide appropriate levels of individual attention, reassurance and help for pupils. ○ To ensure that pupils are given adequate breaks throughout the day. ○ To provide information, advice and direction to pupils about their behaviour within the agreed framework of school and departmental policies on discipline and behaviour. ○ To assist pupils access to the curriculum by differentiating instructions and resources. ○ To help pupils to select equipment and materials relevant to their learning tasks and to use these safely. ○ To support the maintenance of pupil records by providing information to the SLT Pastoral, and recording, in accordance with school and departmental policy, the work of pupils.

Accountability	Key activities
	<ul style="list-style-type: none"> ○ To provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies. ○ Where necessary correct behaviour and maintain order and discipline within the TIER Room. ○ To report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the Heads of Year, Support and Guidance Manager and SLT as appropriate. ○ To attend meetings and INSET days where appropriate.
Additional Requirements	<ul style="list-style-type: none"> ○ The London Borough of Havering has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply and promote its policies in their work and to undertake any appropriate training. ○ The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role. ○ The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.
People Management/ Organisational Development	<ul style="list-style-type: none"> ○ To take part in the Trust's performance management system. ○ To complete school-based induction and any training required to improve performance. To maintain the required level of Continued Professional Development for the role. ○ To work in accordance with the values of the school, particularly with regard to promoting positive attitudes towards tolerance and respect for other people. ○ To work in accordance with school policies and procedures.
Data Protection	<ul style="list-style-type: none"> ○ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> ○ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. ○ To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
Good Citizenship	<ul style="list-style-type: none"> ○ Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Accountability	Key activities
Key Stakeholders	Internal: Pupils and all staff External: Parents, Carers and appropriate agencies

Bower Park Academy is committed to safeguarding and promoting the welfare of children and young people. All Adults who work at the school must share this commitment to young people.

The job description sets out the main duties of the post. The Postholder is required to take on any other reasonable tasks at the discretion of the Principal, which will change as the Academy develops. These responsibilities will be discussed annually as part of the Postholder's Annual Performance Review and are subject to review.

Knowledge, skill and experience requirements

Qualifications and Experience:

- Evidence of further professional development in the field of provision for young people and the willingness to undertake further training and development
- Experience of dealing with young people and their families in a wide range of circumstances to ensure their success
- Experience of working with vulnerable young people and supporting them to overcome barriers to learning
- Experience of working with the support services available to young people

Skills and Abilities:

- Ability to implement excellent behaviour management strategies leading to the development of positive attitudes in young people, particularly towards education and learning
- Ability to collect, collate assimilate data and provide advice to the Head of Year/SLT on student attendance, behaviour their social circumstances
- Good administrative skills - to be able to manage information and keep accurate records
- Ability to adapt to a changing environment and learn new skills
- To be able to build and maintain appropriate effective and productive relationship with young people and their families
- Ability to communicate effectively with young people and adults
- Ability to build relationships with agencies that support vulnerable students
- Ability to provide effective intervention over issues of attendance, behaviour, bullying and circumstances that are affecting attainment

Job description

- Able to think creatively to find means to overcome barriers to success and to build the House community
- Able to talk to groups of young people motivating them to become active participants in the community
- Commitment to high educational, professional and personal standards.
- Ability to manage a complex workload, and to work independently to tight deadlines

Knowledge and Understanding

- Good understanding support available to young people in the wider community
- Knowledge of the SIMS system
- Understanding the impact of attendance on success
- Understand the need for and processes involved in safeguarding.
- An understanding of SEN and the barriers to learning experienced by young people
- Knowledge of systems for monitoring attendance, behaviour and attainment
- Understanding the importance of maintaining confidentiality
- Commitment to equal opportunities and valuing diversity
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and vulnerable adults

Key behaviours:

Demonstrate and role model Trust values which are:

- ***Passion***
- ***Respect***
- ***Inclusion***
- ***Challenge***
- ***Openness***