

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	On Call Manager
Post Holder:	
<u>Overview:</u>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <ul style="list-style-type: none"> • To ensure that through the academy there is a calm and orderly learning environment • To remove students from lessons where required and escort them to Alternative Learning Centre (ALC) • To operate pre-emptively to reduce instances of poor behaviour through the rigorous tracking of trends in 'On Call' requests • To support students in the modification of any behaviours which do not meet the Academy expectations
<u>Key Accountabilities:</u>	<ul style="list-style-type: none"> • Enforce high expectations at all times in the Academy • Monitor the school hallways throughout the day challenging where required any student who is out of lesson • Respond to requests for 'on call' in the Academy, visiting classrooms and removing students where required by the classroom teacher, allowing learning of other students not to be impacted by behaviour • Book students into the ALC and engage where required in behaviour modification practices • Develop relationships with students needing particular support in order that academic and behaviour progress targets are met • Support in the management of school detentions and community contribution • Assist the pastoral wellbeing and behaviour team in coordinating the re-integration of pupils back into mainstream lessons • Cover breaks and periods of illness in the ALC and the Phoenix Centre where required • Implement strategies to support students with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence • Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills • Monitor carefully behaviour trends, ensuring that a preventative approach is taken to managing student behaviour • Visit lessons regularly to support students who have had a history of not meeting academy expectations • Coordinate student support plans and profiles with both the pastoral and behaviour teams • Develop strong working relationships with both the ALC Manager and Phoenix Manager • Provide training to colleagues across the Academy as directed by the Principal / Behaviour Leader

<p><u>General Duties:</u></p>	<ul style="list-style-type: none"> • Keep up to date records of all on call requests • Develop and maintain an Academy ‘hot spot’ lesson rota, to allow prevention in student poor behaviours, ensuring DVP behaviour and AHT Q of E are aware • Make a thorough report on all instances of on call ensuring that all relevant paperwork is completed • Provide support to the Administration team as required • Provide first aid support as and when required • Attend staff training and briefings as required by the Principal • Attend middle and senior leadership meetings as required by the Principal • Complete AM, Break, Lunch and PM duties as required by the Principal
<p><u>Accountability Key Performance Indicators:</u></p>	<ul style="list-style-type: none"> • Accountable for delivering a reduction in the number of lesson removals through early intervention work • Accountable for ensuring that on call requests are actioned within an agreed timescale

	<p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
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Reporting to:	Academy Leadership Team
Responsible for:	Providing a calm and orderly learning environment and ensuring all on call requests are actioned within an agreed timescale.
Reporting into this role:	N/A
Liaising with:	Principal, Vice Principal, Director of Finance, HR Team, finance team, external agencies as appropriate, staff and students.

Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	Salary & hours subject to negotiation & experience.
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Appraisal process.

Section Two
Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self-Development	To continually seek development opportunities to improve personal performance Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.