



Newquay Tretherras  
**Behaviour Room Supervisor**  
Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	To create a calm and controlled environment in the Behaviour Room, also known as the Re-set Room, working with the Leadership link to establish effective and consistent behaviour protocols.
Reporting to:	Teaching staff, Heads of Department, Senior Leadership and Headteacher
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Starting salary:	£19,243 pro rata / £16,479 actual gross per annum
Hours:	37 hours per week term time only plus 5 additional days (39 working weeks / 44.652 weeks). A flexible approach to working hours is required.

## **Principal Responsibilities:**

- ❖ Maintain the highest standards and expectations of students when they are in the Re-set Room
- ❖ Provide students with work that facilitates silent learning – in line with topics being covered in lessons
- ❖ Manage uniform provision and resolve uniform-related incidents that are reported through Classcharts, including liaising with the Head of Year and/or contacting home, where appropriate
- ❖ Generate weekly behaviour reports that are routinely sent to key senior staff for action
- ❖ Support Leadership link in the tracking of individuals, trends analysis, risk assessments and action planning
- ❖ Maintain a professional and tidy environment within the Re-set room, including managing uniform stock and school equipment
- ❖ Send out any behaviour administrative messages that may be required e.g. parental text messages, teacher updates, phone calls home to parents, where appropriate
- ❖ Manage after school detentions - ensuring students and parents are aware. Liaise with HOY regarding attendance to after school detentions.
- ❖ Liaise with leadership link to contribute views and strategies for continuously striving to improve behaviour at Tretherras.

- ❖ To carry out administrative tasks associated with all of the above duties.
- ❖ To contribute to the overall ethos and aims of the school.

**General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

#### SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy or able to demonstrate competency equivalent to level 2.</li> <li>Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area.</li> <li>Ability and willingness to undertake professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area.</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>Experience of working with pupils in a formal learning environment without immediate supervision.</li> <li>Good communication skills, both written and verbal.</li> <li>ICT Skills – able to support learning through ICT.</li> <li>A willingness to take action and to make decisions independently.</li> <li>A desire to understand how things work and to seek out opportunities to learn and grow.</li> <li>Ability to adapt easily to different situations.</li> <li>Demonstrate a willingness to learn.</li> <li>Organisational skills.</li> <li>Self-motivated.</li> <li>Enjoys working with children/young people.</li> <li>Ability to work on own initiative and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist student groups.</li> <li>At least 2 years' experience of working in a similar support role.</li> <li>Knowledge of a range of issues relevant to education and child development.</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>		
Values Related Qualities	<ul style="list-style-type: none"> <li><b>Collaborate</b> – ability to work effectively as a team</li> </ul>		Application Form / Interview

	<ul style="list-style-type: none"><li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li><li>• <b>Leadership</b> – To lead by example and achieve shared goals</li><li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li></ul>		
--	--	--	--



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD