

**Job Title:** Consequences Co-ordinator

**Reporting to:** Assistant Principal, Deep Support

**Grade:** 3

**Overall purpose of the post:**

Under the direction of senior staff, co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.

**Main Duties and Responsibilities:**

- To contact parents in informing them of individual students' behaviour, Consequences or exclusions as part of effective lines of communication between the academy and home;
- To liaise with the relevant staff on actions to be taken;
- To administer appropriate sanctions;
- Supporting parents and students in crisis, liaising with identified personnel;
- To arrange for units of work and/or specific skills development with individual students to be provided;
- To monitor the behaviour and progress of these students;
- Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available;
- To co-ordinate C5s, liaising with parents, students and staff;
- To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues;
- To provide information, reports and analysis on student behaviour;
- To maintain the Consequences Room to ensure it provides an appropriate environment for students;
- Promote and safeguard the welfare of children and young persons responsible for, or come into contact with;
- Be aware of, support and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the academy;
- Appreciate and support the role of other professionals;
- Recording C4's and C5's onto sims/oCloud;
- Attend and participate in relevant meetings as required;

- Participate in training and other learning activities and performance development as required;
- Assist with student needs as appropriate during the academy day.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.