



Job Description

Job Title: Consequences Co-ordinator

Reporting to: Vice Principal

Grade: 3

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 be a first response for everyday student problems;
- To investigate reported incidents of poor behaviour;
- 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 Reflection 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;
- 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, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, 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.