Job Description

Establishment: Outwood Academy Shafton

Post Title: Consequences Gatekeeper

Grade: 3 – 37 hours, 39 weeks (term time + 5 inset days)

Reporting to: Inclusion Co-ordinator

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.

Responsibilities and accountabilities

1. To be a first response for everyday student problems.
2. To investigate reported incidents of poor behaviour.
3. To contact parents in informing them of individual students' behaviour, Consequences or exclusions as part of effective lines of communication between the School and home.
4. To liaise with the relevant staff on actions to be taken.
5. To administer appropriate sanctions.
6. Supporting parents and students in crisis, liaising with identified personnel.
7. To arrange for units of work and/or specific skills development with individual students to be provided.
8. To monitor the behaviour and progress of these students.
9. Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available.
10. To co-ordinate C5s, liaising with parents, students and staff.
11. To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues.
12. To provide information, reports and analysis on student behaviour.
13. To maintain the Consequences Room to ensure it provides an appropriate environment for students.
14. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
15. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

16. Be aware of, support and ensure equal opportunities for all.
17. Contribute to the overall ethos/work/aims of the school.
18. Appreciate and support the role of other professionals.
19. Attend and participate in relevant meetings as required.
20. Participate in training and other learning activities and performance development as required.
21. Assist with student needs as appropriate during the school day.
23. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
24. To comply with the School's 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 School.

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

June 2014