

Job Description

Job Title:	Hub Coordinator
Reporting to:	Vice Principal, Deep Support
Grade:	Grade 6, SCP 12-14

Overall purpose of the post:

To promote, organise and lead a range of opportunities for our underachieving, disaffected and vulnerable students focusing on a raising their aspirations, promoting ambition, re- engaging them and improving their academic performance.

To work with students who find the mainstream school environment difficult.

Main duties and responsibilities:

- To provide supervision within the Behaviour for Learning Hub (internal exclusion from the curriculum);
- To investigate reported incidents of poor behaviour in conjunction with other key staff;
- In conjunction with Learning Managers and Inclusion Team, develop and implement a bespoke referral process to identify the target group of students that require support and intervention;
- One to one and small group work with a target group of students to develop their social skills, behaviour, team work, resilience and self-confidence;
- One to one or small group mentoring of a target group of students to improve their academic performance;
- Monitor and feedback on the impact of the provision in consultation with Learning Managers, Inclusion Team and Teaching staff;
- Work collaboratively with colleagues to ensure the effective planning and delivery of intervention, ensuring that students' progress within the curriculum;
- Communicate regularly with Academy staff, highlighting strategies that work as well as those that don't in order to re-integrate the students and maximise their achievement;
- Assist with the running of after school detentions as part of a team, coordinating appropriate learning opportunities during this time for the targeted group of students;
- Contact parents to inform them of individual students' progress;
- To lead small classes of students as per the timetable.
- To support the enforcement of the Academy's behaviour policy.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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.