

Job Title: Discovery Manager

Reporting to: Vice Principal, Deep Support **Grade: 6**

Overall purpose of the post:

To manage the Discovery Room.

Working with students, primarily EAL, who find the mainstream school environment challenging by promoting positive behaviour and raising their aspirations.

Main duties and responsibilities:

- To plan, organise and deliver a range of opportunities for focus group students to raise their aspirations, develop effective behaviour for learning habits, reinforce British values and improve academic progress;
- To work collaboratively with colleagues to ensure the effective planning and delivery of intervention, ensuring students' progress within the curriculum;
- To work with subject Teachers to understand how bilingualism and second language learning can develop the English language skills students need for social interaction and learning;
- To provide guided teaching within the Discovery Room, working alongside PLC and Bridge colleagues;
- To regularly monitor and adapt student timetables to ensure maximum progress, the aim always being to integrate into mainstream;
- To work with Learning Managers and Inclusion Team to develop and implement an appropriate referral process to identify the target group of students that require intervention or support;
- Undertake one to one and small group sessions with a target group of students to develop their social skills, behaviour, team work, resilience and self-confidence;
- Undertake one to one and small group sessions with a target group of students to improve their academic performance;
- To monitor and provide feedback on the impact of the provision in consultation with Learning Managers, Inclusion Team and Teaching staff;
- Communicate regularly with Academy staff, highlighting classroom strategies in order to re-integrate students and maximise their achievement;
- Assist with after school detentions by coordinating appropriate learning opportunities for a target group of students;
- Contact parents to inform them of individual students' progress;
- Keep up to date records of the target group of students using oCloud, SIMs and Praising Stars.

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.