SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE

Job Description – The Hub Manager

POSITION: The Hub Manager

SALARY: Band F £28,153 - £30,023 (pro rata)/£24,405 - £26,027 (actual)

REPORTS TO: Assistant Principal

HOURS: 37 hours per week / term time only

Job Purpose

To lead the school's internal exclusion provision, ensuring a calm, purposeful and supportive environment for students removed from lessons due to behaviour incidents. To promote positive behaviour, support reflection and restoration.
The role will also use our MIS and other software to analyse behaviour data, identifying trends and patterns then producing reports to clearly communicate these findings.

Key Responsibilities:

- Manage the day-to-day operations of The Hub (isolation room).
- Maintain high expectations of behaviour, conduct and attitudes to learning.
- Ensure students complete work set by teaching staff.
- Create a calm, productive and well-ordered learning environment.
- Monitor attendance, punctuality and engagement of students placed in The Hub.
- Support students to reflect on their actions and identify strategies for improvement
- Support with the school's restorative approach.
- Build positive relationships with students who require additional behaviour support
- Deliver mentoring, coaching and behaviour intervention programmes.
- Promote students' emotional wellbeing and resilience.

Communication

- Liaise with classroom teachers to secure appropriate work for students
- Work closely with Heads of Year, Safeguarding Team and SLT.
- Contribute to behaviour support plans and intervention strategies
- Provide feedback to staff regarding student progress

Monitoring and Administration

- Maintain accurate records of behaviour incidents and interventions
- Produce reports and analyse behaviour
- Support school systems relating to behaviour, attendance and inclusion.

Sharing Information

- Assess, record and report on pupils' attainment and progress within assessment and reporting processes
- Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
- Assist in the induction and development of classroom support staff, cascading information and good practice
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Share information confidentially about pupils with teachers and other professionals as required

Safeguarding and Promoting the Welfare of children and Young People

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Undertake annual training in the most recent legislation.
- Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
- Make considered judgements about how to act to safeguard and promote a child or young person's welfare

Data Protection

- Comply with the school policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to health and safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Personal Development

- Actively engage with CPD and training offers.
- Contribute to the development priorities of the team and the school.
- Participating in the school appraisal cycle.

Person Specification

Person specification:	
Essential	**Desirable**
Qualifications ● GCSE Maths and English Language at grade C/4 or above / equivalent. ● Safeguarding and Child Protection Training	● Relevant Level 3 qualification in Education, Child development, Youth Work, Social Care or related field.
Occupational Skills ● Ability to build positive relationships with students and staff ● Ability to remain calm under pressure, with a high level of patience ● Excellent communication skills, both verbal and written, with highly developed interpersonal skills. ● Ability to work independently for extended periods, but also a committed member of a wider team. ● Willingness to support and contribute to school's inclusive ethos	
Knowledge/Skills/Experience ● Experience of managing challenging behaviour effectively, and/or working in a high pressure, challenging environment ● Problem solving skills with the ability to develop solutions to difficult issues and situations ● Ability to meet deadlines and also deal with conflicting demands and unexpected interruptions ● Strong organisational and record keeping skills ● Commitment to Safeguarding and Inclusion ● Good level of IT skills ad the ability to quickly learn how to use new software.	● Experience of working with young people aged 11 -16 ● Experience of working in a secondary school ● Understanding of SEND and SEMH needs ● Experience using MIS systems such as Arbor