**Matrix Room Manager**

**Overall purpose of the post**

Under the direction of the Assistant Principal, 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. promoting high quality support for students, working with families, communication with Academy staff to ensure there are sustained improvements so all students can engage fully in education

**Responsibilities and Accountabilities**

1. To undertake the full range of duties and responsibilities as required by the Principal as set out in:
	* 1. The SNMAT Contract.
		2. Any other duties commensurate to the post title which the Principal, Operations Director or Strategic/Team Director of Curriculum Vocation may deem appropriate.
2. Participation in continuous professional development.
3. To actively promote equality of opportunity for all students and staff.

**Expectations**

1. To embody the Values and Ethos of the Academy.
2. To be positive and flexible in order to meet the constantly changing demands of the role.
3. To show commitment to the rigorous continuous improvement of the Academy.
4. To demonstrate a positive commitment to working with all stakeholders (students, parents, staff, etc.) to improve the performance of the Academy.

**Specific Duties**

1. Supervision of students who are placed in the Matrix room
2. Ensuring the implementation of strict guidelines with reference to Matrix room expectations concerning conduct and behaviour
3. Manage the behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with behaviour as a whole, and also individual behavioural needs.
4. Providing students with pre-set work in line with Academy curriculum, liaising with teaching staff to ensure pre-set work is available
5. Communicate with teaching staff the need for resources when appropriate to ensure banks of work are kept up to date
6. Provide students with support on a lesson-by-lesson basis to ensure that pre-set work is completed within the allocated timeframes
7. Answer any general questions the students have in relation to the work set and model expectations to students.
8. Ensure all paperwork for students is completed for each day of their referral and pass documentation to the appropriate Year Leader at the end of each day
9. Input data to the necessary information management systems in relation to referrals to the Matrix room and Academy detentions on a daily basis.
10. Ensure that the necessary equipment is given out and collected from students
11. Establish productive working relationships with students, acting as a role model and set high expectations.
12. Build effective relationships with all stakeholders including parent/carers, staff, students and external agencies where appropriate
13. Provide 1:1 and group mentoring support for students who have social, emotional and behavioural difficulties
14. Monitor and track the progress of a specific cohort of students to ensure they are making progress
15. Support the use of ICT in learning activities and develop students’ competence and independence in its use.
16. To liaise with the leadership team, year teams, the SEND team and teachers in order to support and provide clear direction structure for all students who struggle to meet academy expectations.
17. To contact parents in informing them of individual students' behaviour, sanctions or exclusions as part of effective lines of communication between the Academy and home.
18. To maintain the Isolation Room to ensure it provides an appropriate environment for students.
19. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
20. 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.
21. Attend and participate in relevant meetings as required.
22. Assist with student needs as appropriate during the academy day.

**Safeguarding**

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 and the completion of the Common Assessment Framework and referrals where necessary.

2) Use CPOMS in line with the Academy safeguarding policy

**Person Specification**

**The successful candidate will have the following as essential:**

1. Embody the Values and Ethos of the Samworth Church Academy.
2. Drive, tenacity, energy and pro-activity with an appetite for hard work and ability to multi-task effectively.
3. Ability to prioritise workload and deadlines effectively.
4. Demonstrate compassion and understanding for student and family needs and situations demonstrating the need for professional discretion where necessary.
5. Proven ability to show initiative and take responsibility.
6. Excellent tutoring skills and ability to quickly build strong relationships with students and parents/carers.
7. A passion and determination to ensure all students maximise their personal development and academic potential.
8. Demonstrable desire to seek out other ‘best in class’ players in order to continuously improve the work of the Academy and move towards achieving its Vision.
9. An openness towards feedback and criticism of practices with a focus on development and achievement.
10. Strong communication skills and an ability to listen to and understand people and situations so that issues can be raised and resolved effectively.
11. Good IT skills.

The successful candidate will have the following as desirable:

1. Experience of working in successful teams to achieve good outcomes for students.
2. Specialist knowledge of SEND and/or safeguarding processes and responsibilities**.**

**Personal Contacts**

External: Governors, parents/carers and members of the public.

Internal: Students, staff, parents/carers and any other visitors to the Academy.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description, in accordance with the changing needs of the organisation.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This will follow consultation between the post holder and the Academy.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

In line with our continued commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults we apply safer recruitment practices across our selection process and all posts are subject to an enhanced DBS with Barred List check in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE’s Keeping Children Safe in Education guidance.