

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Return to Learn /ARC Reflection Coordinator

**Post Number:**

**Responsible to:** Assistant Headteacher – Teaching & Learning

**Scale Point:** 4B

## Overall Purpose of the Job:

Administer the day to day running of the Return to Learn/ARC Reflection areas, co-ordinating work from relevant subject areas.

## Principal Accountabilities:

- Register and record student attendance, behaviour and engagement.
- Supervise students in Return to Learn/ARC Reflection Room for the duration of the session they are booked in.
- Demonstrate a firm approach to students who have been removed from their normal classes due to poor behaviour.
- Instruct students in relation to the work set by the subject teacher.
- Ensure students are provided with the necessary resources to facilitate learning.
- Answer student queries in relation to any instructions left by the subject teacher.
- Liaise with the Head of Department in relation to the work set by subject teachers as appropriate.
- To mark work as appropriate.
- Assist in establishing good order within the room and around school, including undertaking duties as necessary.
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures.
- Support and supervise after school study support activities.
- Work to agreed school policies and procedures.
- To ensure the Return to Learn/ARC Reflection room is left tidy and ready for the next day after students leave.
- Attend staff meetings, teacher training days, parents evening, school events and training courses as required.

## General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

## PERSON SPECIFICATION

**Job Title:** Return to Learn Coordinator

**Post Number:**

	Essential	Desirable	How Measured During Recruitment and Selection Progress
<b>Experience, Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of conducting informal coaching / training.</li> <li><input type="checkbox"/> Experience of working with children.</li> <li><input type="checkbox"/> Safeguarding training.</li> <li><input type="checkbox"/> Knowledge of behaviour management strategies.</li> <li><input type="checkbox"/> Knowledge regarding safeguarding practices and supporting students.</li> <li><input type="checkbox"/> Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Previous experience of working within a school environment.</li> <li><input type="checkbox"/> NVQ level 3 equivalent or above in related area.</li> <li><input type="checkbox"/> Experience of support students with SEND</li> <li><input type="checkbox"/> Experience of teaching.</li> <li><input type="checkbox"/> Experience of planning schemes of learning, assessing students' knowledge &amp; understanding and marking students work in particular in English and Maths.</li> <li><input type="checkbox"/> Previous experience of specialist skills acquired through training or experience necessary to support individual or groups of students</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview Questions</li> <li>References</li> <li>Qualification Certificates</li> <li>Interview Testing</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent organisational skills</li> <li><input type="checkbox"/> Excellent interpersonal communication skills.</li> <li><input type="checkbox"/> Experience of handling conflict.</li> <li><input type="checkbox"/> Excellent problem solving skills and the ability to make decision using own initiative.</li> <li><input type="checkbox"/> IT Skills including Word, Excel, Google &amp; Databases</li> <li><input type="checkbox"/> 37 hours per week, with some flexibility required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of developments in education and the national curriculum, national literacy and numeracy strategies</li> <li><input type="checkbox"/> The planning process involved in the delivery of the national curriculum</li> <li><input type="checkbox"/> An understanding of the structure and operation of the school, for example the Positive Discipline system</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview Testing</li> <li>Interview Questions</li> <li>References</li> </ul>
<b>Competencies</b>			
	<b>Core</b>	<b>Role Specific</b>	
<b>Manage Self</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acts with integrity and honesty at all times</li> <li><input type="checkbox"/> Reflects on and enhances own performance</li> <li><input type="checkbox"/> Manages workload effectively</li> <li><input type="checkbox"/> Communicates effectively</li> <li><input type="checkbox"/> Is assertive, not aggressive</li> <li><input type="checkbox"/> Presents self well and follows school policies</li> <li><input type="checkbox"/> Is organised, prepared and equipped for work</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students.</li> <li><input type="checkbox"/> Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement.</li> <li><input type="checkbox"/> Familiar with the school curriculum and understands the main teaching and assessment methods for the students they work with.</li> <li><input type="checkbox"/> Demonstrates tenacity when making decisions.</li> <li><input type="checkbox"/> Is able to challenge individuals/decisions appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview Questions</li> <li>References</li> </ul>

<b>Working With People</b>	<ul style="list-style-type: none"> <li>□ Suitable to work with children</li> <li>□ Treats others with respect</li> <li>□ Actively seeks &amp; provides support from/to others</li> <li>□ Displays sensitivity to diverse opinions and contributions</li> <li>□ Works collaboratively with others</li> <li>□ Acts as an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>□ Builds and maintains successful relationships with students, treats them consistently, with respect and consideration, and are concerned for their development as learners.</li> <li>□ Selects and successfully applies different methods for communicating effectively.</li> <li>□ Coaches and mentors others.</li> <li>□ Monitors the progress and quality of work against standards or expected performance.</li> </ul>	<p>Application Form DBS Interview Questions References</p>
<b>Effective Use of Resources</b>	<ul style="list-style-type: none"> <li>□ Follows guidelines and instructions to ensure acting within the school procedures</li> <li>□ Actively seeks to undertake CPD and takes ownership of own development</li> <li>□ Uses appropriate new technologies</li> <li>□ Is conscious of costs and value for money</li> </ul>	<ul style="list-style-type: none"> <li>□ Improves own practice including through observation, evaluation and discussion with colleagues.</li> <li>□ Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc.</li> <li>□ Seeks to share resources with others.</li> <li>□ Promotes the effective use of technologies.</li> <li>□ Freely shares own knowledge and experience with others.</li> <li>□ Encourages the sharing of resources and knowledge in own team and across the school.</li> </ul>	<p>Application Form Interview Questions References</p>
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>□ Contributes to projects</li> <li>□ Plans own workload to meet agreed deadlines objectives and priorities</li> <li>□ Takes personal responsibility for own performance</li> <li>□ Has passion and enthusiasm to deliver beyond expectations</li> <li>□ Recognises problems and issues as they arise</li> </ul>	<ul style="list-style-type: none"> <li>□ Promotes the successes of the school.</li> <li>□ Manages/contributes to management of projects.</li> <li>□ Identifies monitors and resolves service problems, recommending changes.</li> </ul>	<p>Application Form Interview Questions References</p>
<b>Facilitating Change</b>	<ul style="list-style-type: none"> <li>□ Responds positively to change initiatives</li> <li>□ Accepts change as part of the business process</li> <li>□ Understands and contributes constructively to change</li> <li>□ Plans and implements change within own role</li> <li>□ Takes on new or different tasks willingly</li> </ul>	<ul style="list-style-type: none"> <li>□ Uses positive communication to inspire others of the need to change.</li> <li>□ Understand and uses effective planning techniques.</li> <li>□ Shows commitment to supporting development needs of others.</li> <li>□ Recognises the barriers to change and works to remove these.</li> </ul>	<p>Application Form Interview Questions References</p>
<b>Provide Direction</b>		<ul style="list-style-type: none"> <li>□ Acts as a role model to others in terms of behaviour, values and performance.</li> <li>□ Recognises and uses the skills of others and incorporates their ideas in to planning.</li> <li>□ Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks.</li> </ul>	<p>Application Form Interview Questions References</p>