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| **Job Description** |
| **JOB TITLE**  | SMART Centre Manager |
| **JOB FAMILY**  | Pastoral  |
| **PHASE** | Secondary  |
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| **HOURS** | 37 hours per week |
| **REPORTING TO** | Assistant Principal |
| **Job Purpose** |
| To lead the day-to-day operations of the SMART Centre – Brixham College’s internal provision for students who have not met behaviour expectations. The SMART Centre Manager plays a key role in upholding the College’s values and maintaining a calm, purposeful learning environment. This role supports students in reflecting, resetting, and reintegrating into mainstream learning, ensuring no learning is lost. |
| **Duties and Responsibilities**  |
| **Culture and Environment*** Manage the daily running of the SMART Centre, ensuring it is a calm, structured and supportive environment.
* Maintain high standards of student behaviour and culture in line with the College’s warm/strict ethos.
* Uphold and model the College’s values of High Expectations, Knowledge, Character and Continuous Improvement.
* Be responsible for maintaining the visible culture and expectations of the SMART Centre.
* Establish and sustain purposeful and respectful relationships with students in line with the College’s expectations.

**Behaviour Support and Reintegration*** Support the development of student character and behaviour through structured reflection and mentoring.
* Work closely with pastoral teams, teaching staff and senior leaders to support student reintegration into mainstream learning.
* Track and monitor behaviour incidences during the school day, directing support from the Pastoral Leaders Team, Heads of Year, and Assistant Principal responsible for behaviour.
* Coordinate and manage break time detentions, ensuring consistency and fairness.

**Organisation and Record Keeping*** Organise and maintain the resourcing and routines of the SMART Centre.
* Set up and maintain digital record-keeping systems to ensure accurate tracking of student progress and behaviour.
* Monitor and report on student engagement, conduct and development while in the SMART Centre.

**Working with colleagues and other relevant professionals**  * To work with colleagues to achieve school objectives and targets
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development*** Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

**Professional development*** Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Personal and professional conduct** * Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

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| **Generic Duties relevant to all members of Staff**  |
| The Trust* The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
* It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
* You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning* This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT* It is expected that all teaching and support staff follow the ICT Vision of the Trust.
* All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
* All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety* Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
* In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

**Safeguarding** * The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

 **Equal Opportunities**  * To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection* Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regarding for the high level of personal and special category data processed within your role.

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.  |

This job description forms part of the contract of employment of the person appointed to the post.  The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.  This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time.  Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Attendance Improvement Coordinator

Name:..………………………………………………………..

Signed: ………………………………………………………..

Date: …………………………………………………………..