

JOB DESCRIPTION

Post Title:	Total Manager
Reporting To:	Assistant Vice Principal
Annual Salary Scale Point Range:	Scale Point 23-27
Working Pattern & Hours	Term time only, Mondays – Fridays - 37.5 hours per week. Due to the nature of the role, the actual contracted hours of work are: Mondays and Tuesdays: 8.15am-16.30pm, Wednesdays: 8.15am- 16.15pm; Thursdays and Fridays: 8:15am - 16:00pm. This includes a 30-minute lunch break.

Job Purpose

You will lead the day-to-day operation of the TOTAL (Time Out To Access Learning) Room. This is our internal provision for pupils who have not met the school's behaviour expectations. You will work closely with pastoral teams, teaching staff, and senior leaders to support pupils in reflecting, resetting, and reintegrating successfully. The TOTAL Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential.

Key Responsibilities:

1. Behaviour and Conduct Support

- Supervise and manage pupils assigned to the TOTAL Room, ensuring a calm, respectful and structured environment at all times.
- Uphold and model the highest standards of student culture, uniform, language, and conduct in line with the school's behaviour policy.
- Ensure students complete meaningful academic work with a strong emphasis on work rate and accountability.
- Follow up with referring staff where appropriate to ensure consistency of approach.

2. Reflection and Reintegration

- Lead structured reflection conversations with pupils to help them understand the impact of their behaviour and plan for improved conduct.
- Support reintegration meetings with parents/carers and key staff when necessary.

- Record and monitor patterns of behaviour and liaise with the Directors of Learning (Head of Year Groups), and members of the Senior Leadership Team (SLT) as appropriate.

3. Administrative Duties

- Maintain accurate daily logs of students in the TOTAL Room, including reasons for referral, corrections and any incidents.
- Communicate effectively with Middle Leaders regarding work set (where appropriate) and student progress while in the TOTAL Room.
- Provide data and reports for SLT to inform strategic interventions.
- Support with inclusion team administration, including but not limited to flagging Subject Referrals, logging behaviour, processing detention lists, administration of Behaviour Support Plans/Pastoral Support Plans (BSPs/PSPs).

4. Pastoral and Academic Support

- Build positive, respectful relationships with students while maintaining authority and consistency.
- Seek to identify any underlying issues contributing to poor behaviour and liaise with the pastoral, SEND, and safeguarding teams.
- Work with the attendance and pastoral teams to improve the attendance of key students.
- Be highly vigilant of any safeguarding concerns and report these promptly to the Designated Safeguarding Lead.
- Ensure students continue their learning in line with curriculum expectations during their time in the TOTAL Room.

5. Other

Complete any other reasonable request as directed by your line manager, any member of SLT or the Principal.

PERSON SPECIFICATION

Qualifications and Experience

- Good standard of education; educated to Degree level, A Level or equivalent. (Desirable)
- Strong presence and authority; able to uphold high expectations consistently and fairly.
- Experience of working with young people, ideally in a secondary school setting.
- A calm, resilient and solution-focused approach under pressure.

Skills and Knowledge

- Excellent communication and interpersonal skills.
- Excellent organisational and analytical skills.
- Ability to establish and maintain effective working relationships at all levels.
- Knowledge and understanding of Child Protection, safeguarding children and promoting the welfare of young people.
- Understanding of behaviour management strategies in line with a warm/strict, high standards school ethos. (Desirable)
- Previous experience managing an inclusion, isolation, or behaviour support room. (Desirable)

Personal Qualities

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- High level of personal integrity, professionalism, and discretion.
- Ability to maintain confidentiality and discretion at all times.
- Strong commitment to excellent service delivery.

Other

- First Aid, restraint or other relevant training. (Desirable)