



JOB DESCRIPTION

Post	Reflection Room Support
Key Focus	To reduce fixed term exclusions and ensure students remain focused upon learning.
Responsible To	Assistant Headteacher
Grade	NJC5 – (Pt. 12 – 17)
Key Relationships	Deputy Headteacher, Assistant Headteacher, Pastoral Team, Associate Assistant Headteachers, Pastoral Team
Working Pattern	8 – 4 p.m. 30 Minutes for Lunch – Monday to Thursday 8 – 3.30 p.m. 30 Minutes for Lunch – Friday
Job Purpose	Run the reflection room on a daily basis, ensuring learning is maintained. Students are given time to reflect and modify behaviours.

KEY DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

- To create and maintain a community ethos in line with the school's ethos
- To be a role model for students
- Ensure the consistent implementation of behaviour and reward policies and practices
- Support and challenge individual students whose behaviour is a concern
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- To insist on high standards of school uniform and initiate action as necessary.
- Ensure that all staff are aware of which students are placed in the Reflection Room
- To ensure suitable work is provided for each student from their teacher(s).
- To register all students
- To enable and support students to reflect on their behaviour and to identify strategies to avoid repeating the behaviour
- To apply all policies consistently whilst in the Reflection Room
- To manage students at break
- To maintain the learning environment in the Reflection Room, including displays
- To ensure that all completed work is returned to the relevant department
- To support students' learning where possible
- To communicate any problems to Line Manager and/or SLT on duty
- To monitor student progress in the Reflection Room
- Lead the Reflection Room ensuring that appropriate tone and discipline is maintained.
- To contribute to progress by managing student behaviour to ensure that all work is completed to a high standard.
- To provide opportunities for students to reflect on their own behaviours and barriers to learning.
- Reduce barriers to learning by supporting students with behaviour management issues.
- To promote the importance of reflection not exclusion with students.
- To liaise with the pastoral team, communicating any barriers arising.
- Communicate with the Associate Assistant heads regarding students in their year groups



- To promote the safeguarding of children

Note: To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.