

# Job Description



Job title	<b>Reflections Room Supervisor</b>	Contract	<b>Permanent</b>
Department	<b>Pastoral</b>	Reports to	<b>SLT</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Reflections Room Supervisor is a member of a team of practitioners responsible for the care and guidance of pupils who are experiencing difficulties within the school. They are involved in supervising the learning of pupils in accordance with the ethos, aims and objectives of the school.

The Reflections Room Supervisor works under the direction and control of the SLT.

## Person specification

Evidence of further professional development in the field of provision for young people and the willingness to undertake further training and development	Essential
Experience of dealing with young people and their families in a wide range of circumstances to ensure their success	Essential
Experience of working with vulnerable young people and supporting them to overcome barriers to learning	Essential
Experience of working with the support services available to young people	Essential
Ability to implement excellent behaviour management strategies leading to the development of positive attitudes in young people, particularly towards education and learning	Essential

Ability to collect, collate assimilate data and provide advice to the Head of Year/SLT on student attendance, behaviour their social circumstances	Essential
Good administrative skills - to be able to manage information and keep accurate records	Essential
Ability to adapt to a changing environment and learn new skills	Essential
To be able to build and maintain appropriate effective and productive relationship with young people and their families	Essential
Ability to communicate effectively with young people and adults	Essential
Ability to build relationships with agencies that support vulnerable students	Essential
Ability to provide effective intervention over issues of attendance, behaviour, bullying and circumstances that are affecting attainment	Essential
Able to think creatively to find means to overcome barriers to success and to build the House community	Essential
Able to talk to groups of young people motivating them to become active participants in the community	Essential
Commitment to high educational, professional and personal standards.	Essential
Ability to manage a complex workload, and to work independently to tight deadlines	Essential
Good understanding support available to young people in the wider community	Essential
Knowledge of the SIMS system	Essential
Understanding the impact of attendance on success	Essential
Understand the need for and processes involved in safeguarding.	Essential
Knowledge of systems for monitoring attendance, behaviour and attainment	Essential

An understanding of SEN and the barriers to learning experienced by young people	Essential
Understanding the importance of maintaining confidentiality	Essential
Commitment to equal opportunities and valuing diversity	Essential
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and vulnerable adults	Essential

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Support the ELAT vision, mission and values.</li> <li>■ Contribute to the trust's mission of continuous improvement.</li> <li>■ Contribute to the communications strategy.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>■ To attend meetings and INSET days where appropriate.</li> <li>■ Plan and deliver individualised programmes of support for children to develop their emotional literacy.</li> <li>■ To maintain and update records of pupils in the reflections room.</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>■ To supervise pupils who are placed in our Reflections Room and provide appropriate levels of individual attention, reassurance and help for pupils.</li> <li>■ To ensure that pupils are given adequate breaks throughout the day.</li> <li>■ To provide information, advice and direction to pupils about their behaviour within the agreed framework of school and departmental policies on discipline and behaviour.</li> <li>■ To assist pupils access to the curriculum by differentiating instructions and resources.</li> <li>■ To help pupils to select equipment and materials relevant to their learning tasks and to use these safely.</li> <li>■ To provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies.</li> <li>■ Where necessary correct behaviour and maintain order and discipline within the Reflections Room.</li> <li>■ To communicate effectively with parents/carers and external agencies.</li> <li>■ To liaise with local schools for reciprocal school placements.</li> <li>■ Ensure the reflections rooms and uniform room is fully resourced at all times</li> <li>■ To develop knowledge of a range of learning and behavioural support</li> <li>■ Liaise with other local schools to organise temporary direction off site placements</li> </ul>

	<ul style="list-style-type: none"> <li>■ The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>■ To fully take part in the trust's performance management system.</li> <li>■ Take part in CPD activities, as necessary.</li> <li>■ To work in accordance with school policies and procedures.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>■ To support the maintenance of pupil records by providing information to the SLT Pastoral, and recording, in accordance with school and departmental policy, the work of pupils.</li> <li>■ To report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the Heads of Year, Support and Guidance Manager, SLT, parents/carers as appropriate.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> <li>■ To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness