

THE DORCAN ACADEMY
JOB DESCRIPTION

Job Title: Reflection Room Supervisor (Isolation Room)	Grade/ Level: Scale 6 point 22 (Term time only) 22.5 hours per week	Date : March 2025
---	--	-----------------------------

Role reports to (Job Title): Assistant Headteacher, Behaviour

Job Purpose: To supervise and support students assigned to the reflection room (isolation room) during school hours, ensuring a safe, structured, and supportive environment that promotes positive behaviour and reflection. You will be the main constant for the reflection room, taking over from and handing over to a senior member of staff.

Key Accountabilities:

- **Supervision and Support:**
 - Supervise students in the reflection room, ensuring their safety and well-being.
 - Provide guidance and support to help students reflect on their behaviour and understand the consequences of their actions.
 - Maintain a quiet, calm, and respectful atmosphere in the reflection room.
- **Behaviour Management:**
 - Implement the school's behaviour policy consistently and fairly.
 - Address any behavioural issues promptly and appropriately, following school procedures.
 - Encourage positive behaviour and reinforce school rules and expectations.
- **Record Keeping:**
 - Maintain accurate records of student attendance and behaviour in the reflection room.
 - Report any incidents or concerns to the appropriate staff members.
 - Provide feedback to teachers and senior leadership about student progress and behaviour.
- **Communication:**
 - Provide impactful handovers to Senior Staff.
 - Liaise with teachers, pastoral staff, and senior leadership to ensure a coordinated approach to behaviour management.
 - Communicate effectively with students, parents, and carers as needed.
- **Supportive Environment:**
 - Create a supportive and inclusive environment where students feel valued and respected.
 - Ensure students are accessing resources and activities that promote a continuance of their curriculum.
 - Discuss strategies with students to complete work to a suitable standard.
 - Identify actions as a result of the completion of their reflection form.
- **General:**
 - Undertake any other duties that can be accommodated within the grading level and nature of this post.
 - **Safeguarding:** It is the responsibility of every member of staff to undertake safeguarding training and to follow the necessary procedures as outlined in Safeguarding policies and procedures (see section 2 of the Staff Handbook).

Supplementary Accountabilities:

None

Person Specification

Knowledge and Experience:

Essential:

- Experience working with children or young people in an educational setting.
- Strong behaviour management skills.
- Excellent communication and interpersonal skills.
- Ability to remain calm and composed in challenging situations.
- Empathy and understanding towards students with diverse needs.

Desirable

- Relevant qualifications in education, psychology, or a related field.
- Knowledge of restorative practices and behaviour management strategies.
- Experience working in a similar role.

Required Attributes:

- Patience and resilience.
- A positive and proactive attitude.
- Commitment to promoting a positive school culture.
- Ability to work independently and as part of a team.

Decision Making:

- Ability to work independently

Contacts and Relationships:

- Senior Leadership Team
- Teachers
- House Team
- Students

Emotional Demands:

- Works with colleagues and some interaction with groups of students who may make emotional demands.

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy

Undertaking any other duties that can be accommodated within the grading level of the post

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder.

Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: