

Job description for the post of: Inclusion/Reflection Officer				
Grade: C (SP 3 - 5)	Duration	Permanent	Full or part time	Full time (Term time, plus one week)
Actual hours: 29 hours per week				
Staff responsibility: None	Number of staff directly supervised: 0	Line manager:	Assistant Head Teacher	
Job Purpose: This role is based in our Reflection Room in school. The role requires a high degree of independence and resilience, as it involves working with some of our most vulnerable and challenging students.				
Key duties: <ul style="list-style-type: none">• To oversee students in our Reflection Room on a day to day basis, ensuring good conduct and behaviour commensurate with the values of the school.• To ensure students within this provision are provided with relevant and appropriate work based on their year group.• To communicate with wider staff on students in Reflection and facilitate and participate in the school's restorative programme.• To use Arbor, to accurately log all entries to this area of school and track pupils by their characteristics, allowing for basic analysis of entries to this room.• To update the school's daily bulletin to keep staff abreast of students entering or departing Reflection.				
Student Support: <ul style="list-style-type: none">• Work with identified individuals and small groups of students to ensure each child has the maximum access to all learning activities.• Challenge and motivate students to work at all times in the Reflection Room.• Support the school's Time to Reflect - Assist with the supervision of students and the maintenance of good order within school.• Monitor students' report cards / punctuality cards given by SLT or Heads of Year.• Assist with the supervision of students and the maintenance of good order within school and around the site during unstructured times of the day and at the beginning and end of the school day.• Support and assist with the reintegration of students returning from suspension, respite or long term absence.• Provide mentoring support for identified groups of students if and when appropriate.				

- Arranging respite for students at risk of suspension and liaising with the Behaviour Support Officer's regarding individual and groups of pupils when needed.
- To promote positive behaviour for learning by helping students to improve their behaviours and to intervene where behaviours need to be corrected.
- To use a range of strategies and techniques to de-escalate negative behaviours in the Reflection Room.
- To coordinate curriculum provision for students during their time in the Reflection Room.
- To manage the resources available in the Reflection Room and make recommendations to maintain and develop curriculum provision.
- To support staff in the implementation of the Behaviour Policy.
- To support staff by empowering students to make positive choices about their behaviours
- To liaise with parents and carers as and when required.
- To make effective use of data systems, maintain relevant databases and records, analyse data and produce reports linked to attendance and behaviour.

General Responsibilities

- To support teaching staff in the provision of a high-quality education to our students.
- To support other support staff by covering their duties if they are absent from work.
- To undertake appropriate training as and when required.
- To self-manage time to ensure all tasks are completed as directed by the line manager.
- To meet as required with the Line Manager to review work and determine priorities.
- To maintain absolute confidentiality and professionalism at all times.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings, training and other learning activities as required.
- To assist with the supervision of pupils out of lesson time, including before and after school, if appropriate, and within working hours.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

Prepared by:

Mr M Wain & Mr A Keefe

Date:

27/9/23