# marsdenheightslogo

|  |
| --- |
|  |
| NAME: |  |
| GRADE PROFILE: | Reflection and Restoration Lead (HLTA) |
| GRADE: | Grade 7 SCP 26 - 31 |
| RESPONSIBLE TO: | SD Assistant Headteacher Inclusion |
| JOB PURPOSE: The main objectives to be achieved by the Postholder |
| 1. Working in collaboration with class teachers/subject leaders and Heads of Year to deliver personalised learning activities for individuals/groups of identified students who are serving periods of internal exclusion
2. To record and monitor progress/attendance of these students
3. To co-ordinate the work, management & development of the Reflection and Restoration Area
4. To support excluded students during their reintegration into mainstream classes and provide in-class support for those students at risk of exclusion
 |
| **MAIN ACTIVITIES To liaise with relevant staff to enable internally excluded students to maintain continuity and progression with their learning and reintegration back into the main college body.** |
| **Support for Students*** To create an ethos of learning and high expectations in achievement building student self-esteem
* To support students as part of a planned inclusion programme
* To develop positive relationships with students and staff to assist student progress and attainment
* To monitor and evaluate student responses to learning activities and plan and prepare effectively to further extend learning opportunities of students in Reflection and Restoration
* To take responsibility for implementing agreed systems for student supervision and the management of student behaviour in Reflection and Restoration
* To follow up students on reintegration to mainstream
* To develop systems in order to establish effective monitoring and recording of progress and achievement on a day to day basis engaging students in self-discipline when working within Reflection and Restoration.
* To provide support to students so that learning takes place and to ensure work is returned to class teachers via Head of Year
* To administer tests and invigilate examinations when required within Reflection and Restoration
* To work effectively and to collaborate effectively with Student Progress Centre colleagues
* To liaise with HOY/Attendance/SPCL to enable delivery of appropriate intervention support packages for individual / small groups of students within Reflection and Restoration

**Support for the Curriculum*** To deliver learning activities including literacy and numeracy programmes, to students within an agreed system of supervision, adjusting activities in accordance with student needs
* To lead learning activities, taking account of students’ interests and language and cultural backgrounds
* To support the use of ICT in learning activities

**Support for the College*** To organise and manage a purposeful, orderly and supportive environment for learning
* To support the promotion of positive relationships with parents and outside agencies
* To contribute/lead meetings, on an individual basis, with parents to provide feedback on student progress/achievement
* To utilise own strengths and areas of specialist expertise to advise and support other college staff in specialist areas
* To monitor and develop the collation of data to inform whole college strategy re improving behaviours
* To work within college policies and procedures
* To attend staff training as appropriate
* To take care of your own and other people's health and safety
* To ensure effective communication arrangements
* To be aware of the confidential nature of issues related to home/student/teacher/college work
* To be jointly responsible as a staff team member, for safeguarding and promoting the welfare of children and young people in our college community
 |

|  |  |
| --- | --- |
| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |
|  |
| **Agreed by:** | ………………………………………. Date: ……………….. |