

Co-op Academy Manchester

Job Description

Post Title	Reflections Room Manager
Reporting to	Vice Principal Behaviour
Liaising with	Student Welfare Team, Child Protection Team, Teachers and Support Staff, Heads of Year
Working Time	37.5 hours per week. Term time only plus 10 days
Salary/Grade	Grade 7 Scale Point 26-30, £30,972 - £ 34,161 actual salary
Disclosure Level	Enhanced
MAIN (CORE) DUTIES / RESPONSIBILITIES	
Job Overview	<ul style="list-style-type: none"> ● To be responsible for the management of the Reflections room and provision provided. Collecting and ensuring work is set and completed. ● To develop procedures and processes to enhance the delivery of the provision to meet the needs of the academy in liaison with the senior leadership team. ● To work with KS3 and KS4 students in managing and improving their behaviour. ● To provide analysis of key data for the senior leadership team relating to the Reflections Room sanction and its effectiveness within the Behaviour Management System. ● To ensure a calm, consistent approach to deliver the provision and maintain high standards of behaviour. ● To lead the a team of Behaviour Mentors, including, delivering training, meeting regular with them, ensure best practice is shared ● Support with behaviour interventions, that the Behaviour Mentors run.
Key Responsibilities	<ul style="list-style-type: none"> ● To manage the use of the Reflections room as an integral part of the Behaviour Management system within the academy. ● Maintain appropriate standards of behaviour in the room in accordance with academy policy. ● To maintain accurate records and update the school information management system (SIMS) with accurate information regarding internal exclusion. ● To liaise with the Heads of Year/ Senior Leadership Team and other relevant stakeholders to trigger relevant interventions. ● To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff. Complete exit interviews with students, complete the appropriate records and communicate with staff. ● Challenge and motivate students to promote and reinforce high levels of self-esteem. ● Liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff. ● To liaise with parents/carers to ensure an understanding of the severity of any incident resulting in the sanction of a Reflections Room and its place within the Behaviour Management System. ● To ensure that students and parents understand the standards of behaviour required in the Reflections room and the consequences of not meeting those standards. ● To initiate activities within the Reflections room which ensures students have a sound understanding of their actions and the consequences of their actions. ● To promote the inclusion and acceptance of all students. ● To assess the needs of students and use detailed knowledge and specialist skills to support and develop their behaviour for learning.

	<ul style="list-style-type: none"> ● To provide information and advice to enable students to make choices about their own learning and behaviour. ● To arrange for resources to support learning and oversee the appropriate use of learning resources and ICT. ● Supervise students at breaks and lunchtimes ensuring that they have no contact with students working within the mainstream environment. ● To attend relevant meetings and undertake and provide in-service training as required.
Communication	<ul style="list-style-type: none"> ● To give feedback on the progress of students who have been placed in the Reflections Room to relevant external agencies, staff and parents/carers. ● To carry out general administrative duties e.g. completion of standard forms, respond to routine correspondence. ● To respond to face-to-face, telephone and e-mail enquiries with all staff and outside agencies. ● To maintain manual and computerised records for students placed in the Reflections Room. ● To play a major role in initiatives and projects that may arise during the year. ● To undertake research and obtain information to inform decisions.
General Responsibilities	<ul style="list-style-type: none"> ● To be aware of and support differences and ensure equal opportunities for all. ● To contribute to the overall ethos/work/aims of the academy ● To appreciate and support the role of other professionals. ● To establish constructive relationships and communicate with other agencies/professionals. ● To attend and participate in relevant training, meetings and performance development as required.
Other duties and accountabilities	<ul style="list-style-type: none"> ● Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal or Senior Team. ● Play an active role in promoting equality and diversity. ● To promote the ethos and values of the academy. ● Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Head of School/Executive Headteacher.
Safeguarding	<p>“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.</p>
Additional Duties	<p>Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.</p>

Other Specific Duties	
	<ul style="list-style-type: none"> ● Continue personal development as agreed. ● Engage actively in the performance review process. ● Undertake other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post-holder. ● Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. ● Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ● Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. ● The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Health & Safety Responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

POST _____

POST HOLDER _____

SIGNED _____ DATE _____

Co-op Academy Manchester




Person Specification Reflections Manager

TRAINING & QUALIFICATIONS	Essential	Desirable	Application	Interview	Reference
Relevant training for working with young people aged 11 – 19.	🔔				
GCSE C grade or higher (or equivalent) in Maths and English.	🔔		🔔		
Evidence of training and/or qualifications which reflect appropriate communication / educational skills e.g. NVQ Level 3 or equivalent.		🔔	🔔		
Evidence of higher education e.g. Degree.		🔔	🔔		

EXPERIENCE	Essential	Desirable	Application	Interview	Reference
Experience of working with young people aged 11 – 19.	🔔		🔔	🔔	🔔
Proven track record of successfully working with disaffected young people.	🔔		🔔	🔔	🔔
Experience of working in a secondary school setting.	🔔		🔔	🔔	🔔
Experience of assisting students with their learning.	🔔		🔔	🔔	🔔

ABILITY/SKILLS AND ABILITIES					
	Essential	Desirable	Application	Interview	Reference
An ability to communicate effectively with teachers, students, parents and multi-agencies.	🔔		🔔	🔔	🔔
An ability to work autonomously and as part of a team.	🔔		🔔	🔔	🔔
Good organisation, time management, communication and interpersonal skills	🔔		🔔	🔔	🔔
Good research and planning skills	🔔		🔔	🔔	🔔
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information.	🔔		🔔	🔔	🔔
The ability to liaise with and gain the confidence of all school staff.	🔔		🔔	🔔	🔔
A clear understanding of the factors which lead to educational disaffection in young people.	🔔		🔔	🔔	🔔
Knowledge and understanding of strategies to remove barriers to learning in young people.	🔔		🔔	🔔	🔔
Knowledge of the range of additional support/agencies available for students.		🔔	🔔	🔔	🔔
Good ICT skills.	🔔		🔔	🔔	
The ability to work flexibly.		🔔	🔔	🔔	
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life.	🔔		🔔	🔔	
The ability to find creative and imaginative solutions to problems.		🔔	🔔	🔔	

The ability to produce detailed, concise evaluative reports.					
--	---	--	---	---	--

Legal Requirements					
Fully Enhanced DBS clearance is required.					

“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.