



Reflection Manager

CANDIDATE INFORMATION PACK

Welcome to Colne Valley High School where we are currently looking to appoint a new Reflection Manager. Colne Valley High School is on an exciting journey of renewal and transformation as part of Great Heights Academy Trust. Our recent **Ofsted report** highlighted our ambitious curriculum, strong staff-student relationships, and improving behaviour and attendance. While areas for further development remain, we are already making great strides in strengthening parental engagement, ensuring consistency in teaching and learning and embedding high expectations across all aspects of school life. This is a fantastic time to join our dedicated leadership team, playing a pivotal role in shaping the school's future and driving excellence for our students, staff, and community.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach **GREAT** heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.





► Welcome

Dear Colleague,

Thank you for your interest in Colne Valley High School. It is a pleasure to welcome you to a school community that is ambitious, reflective and committed to continuous improvement in the service of our young people.

Colne Valley High School is on an exciting journey of development. We are building a school where every student is known, valued and challenged to be the very best they can be — academically, socially and personally. At the heart of everything we do are our shared values of **Respect, Integrity, Teamwork and Aspiration (RITA)**. These values are not simply words on a page; they shape our culture, guide our decisions and define how we work together as a community.

Respect underpins all relationships in our school. We believe deeply in the worth of every individual and are committed to creating a culture where students and staff feel safe, supported and able to flourish. Integrity drives our professional standards — we are honest, reflective and committed to doing what is right for our students, even when that is challenging. Teamwork reflects our belief that we are strongest when we work together: staff, students, families and partners united in a shared purpose. Aspiration fuels our ambition — we want every young person to aim high, believe in themselves and leave us prepared for a successful and fulfilling future.

We believe that **high expectations lead to high achievement**, and our recent improvements are rooted in this principle. We are developing a rigorous, broad and balanced curriculum that challenges students to think deeply, apply knowledge confidently and grow as learners and individuals. Our approach is inclusive and ambitious: every student is challenged, every student is supported, and every student is encouraged to take pride in their progress. Where additional support is needed, we have dedicated and skilled teams who work tirelessly to ensure that no child is left behind.

Our staff are central to our success. We are proud of the commitment, care and professionalism shown by colleagues every day in the service of our community. As part of **Great Heights Academy Trust (GHAT)**, staff at Colne Valley High School benefit from rich professional development opportunities informed by the latest educational research. Through our Research School, English Hub and SCITT, we support teachers to develop their practice, grow their expertise and build fulfilling careers in education. We believe strongly in investing in our people, because great schools are built by great staff.

We also recognise that education is a partnership. We value the vital role of parents and carers and actively seek to work alongside them to support the young people in our care. We are proud to serve our local community and are committed to working collaboratively with local organisations and partners to enrich experiences and improve outcomes for all.

If you choose to join Colne Valley High School, you will become part of a team that is reflective, ambitious and deeply committed to making a difference. You will be supported, challenged and valued — and, most importantly, you will help us to achieve excellence.

We very much hope that you will consider becoming part of our journey.

Yours sincerely,

Chris Alker
Principal

► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nield Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our website: greatheightstrust.org.uk

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

 GREAT HEIGHTS ACADEMY TRUST <i>Achieving excellence together</i>	 MARSDEN JUNIOR SCHOOL	 English Hubs <small>Teamworks English Hub @ The Greetland Academy</small>
 BOWLING GREEN ACADEMY	 NIELD'S ACADEMY	 Great Heights Research School West Yorkshire <small>Supported by the Education Endowment Foundation</small>
 CARLINGHOW ACADEMY	 RAYNVILLE ACADEMY	 AA Teamworks <small>WEST YORKSHIRE SCITT</small>
 COLNE VALLEY HIGH SCHOOL	 THE GREETLAND ACADEMY	
	 THE MIRFIELD FREE GRAMMAR	
	 WEST VALE ACADEMY	

Our mantra across our partnerships embraces the following themes:



Great teaching and learning opportunities for all in the partnership



Real life opportunities to develop an understanding of the wider world



Enthuse a love of learning and mutual respect



Academic development to nurture potential for all



Thorough accountability

**JOB DESCRIPTION**

Position:	Reflection Manager
Department:	Standards and Culture
Pay range:	Grade 9
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Assistant / Deputy Principal

Prime Objectives of the Post

The Reflection Manager is responsible for leading and overseeing the school's Reflection Room (internal isolation), ensuring it operates as a calm, purposeful and supportive environment that upholds the highest standards of behaviour, engagement and conduct. The postholder will ensure that students placed in Reflection receive a high-quality programme of reflective practice and curriculum support that enables them to understand and take responsibility for their behaviour, continue their learning, and successfully reintegrate into lessons. Working closely with pastoral and teaching staff, the Reflection Manager will ensure the provision is consistent, fair and effective, supporting both positive behaviour change and strong academic continuity.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.

Key Responsibilities:

- Lead and manage the daily operation of the Reflection Room (internal isolation), ensuring it is calm, orderly, purposeful and well supervised at all times.
- Ensure high standards of behaviour, conduct and engagement from all students placed in Reflection.
- Plan, deliver and oversee a structured programme of reflective practice that supports students to understand, take responsibility for and improve their behaviour.
- Ensure students in Reflection receive appropriate, high-quality curriculum work so that learning is maintained and disruption to progress is minimised.
- Work closely with Heads of Year, pastoral staff and teaching staff to identify appropriate interventions and support for students placed in Reflection.
- Support the reintegration of students back into mainstream lessons, including follow-up conversations, behaviour agreements or restorative work where appropriate.
- Keep accurate records of placements, behaviour incidents, reflections, work completed and outcomes using the school's systems.



- Monitor patterns and trends in Reflection use and provide feedback to senior leaders to support behaviour strategy and intervention planning.
- Communicate professionally with staff, students and families as appropriate regarding Reflection placements, expectations and outcomes.
- Ensure that the Reflection Room operates in line with the school's behaviour, inclusion and safeguarding policies at all times.
- Support safeguarding procedures and report any concerns promptly in line with statutory guidance and school policy.
- Maintain a visible, calm and authoritative presence, modelling high standards of professionalism and positive relationships.

The Community

- To promote the positive image of the Academy.
- To attend and support events, as required.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board/Executive Principal/Head of School

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Reflection manager****Key to identification: A = Application I = Interview R = Reference**

Qualifications/Training	Essential	Desirable	A/I/R
Numeracy, literacy and ICT skills equivalent to Level 2 or above	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
First Aid Training		✓	A/I
Experience and Leadership	Essential	Desirable	A/I/R
Recent experience, with evidence of impact, in a pastoral, behaviour, inclusion or internal provision role	✓		A/I/R
Experience of working with or caring for children and young people of secondary school age	✓		A/I/R
supporting student behaviour or engagement		✓	A/I/R
Ability to work collaboratively and supportively with colleagues within the organisation	✓		A/I/R
Experience of working collaboratively and supportively with parents/carers	✓		A/I/R
Knowledge and Understanding	Essential	Desirable	A/I/R
Good understanding of child development and how children learn	✓		A/I/R
Understanding of behaviour management approaches and restorative or reflective practice	✓		A/I/R
General understanding of the secondary curriculum and other learning programmes.	✓		A/I/R
Ability to relate well to young people and adults and establish professional relationships	✓		A/I/R
Good oral and written communication skills.	✓		A/I/R
Good listening skills and the ability to de-escalate situations calmly	✓		A/I/R
Good ICT and admin skills appropriate to the role	✓		A/I/R
Effective time management.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
Skills and Abilities	Essential	Desirable	A/I/R
A strong commitment to upholding high expectations for behaviour, conduct and engagement	✓		A/I/R
Work constructively as part of a team and manage a calm, structured and purposeful learning environment	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Resilience, consistency and the ability to remain calm under pressure	✓		A/I/R
A commitment to doing what it takes to support students to improve behaviour and re-engage with learning	✓		A/I/R

► Reasons to work at Colne Valley High School

A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

