

The Thomas Lord Audley School

Reflection Room Manager Job Description

Line Manager: Kevin Rowland

Responsible to: Assistant Headteacher (AHT), Deputy Headteacher (DHT), Headteacher (HT)

Job Purpose: To manage the Reflection Room

Review Date: March 2026

Key Responsibilities:

- To manage the Reflection Room (RR); organising students when they arrive and ensuring students are kept on task
- To be responsible for resources in the RR, including the preparation of reflection and education resources
- To liaise with staff regarding students placed in the RR on the telephone and one-to-one meetings
- To maintain a strong discipline and work approach
- Monitor the work and behaviour to ensure they are meeting the required standards
- To supervise students during break and lunch in the RR if appropriate
- To direct work for the students in the RR
- To prepare a detailed daily report on each student on behaviour, attitude and work carried out
- To prepare a daily log sheet for line manager/Heads of Year
- To liaise with attendance officer daily with information on students in the RR
- To prepare and maintain spreadsheet showing when and how often each student is placed in the RR each half term
- To distribute up-dated spreadsheet to line manager and others
- To accommodate students from other schools within the Trust with the prior approval from AHT/DHT/HT
- Promote positive student behaviour in line with school policies and keep students on task
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To respect confidentiality at all times
- To undertake examination invigilation if required
- To support school safeguarding arrangements by completing student welfare checks with another colleague
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills

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

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.