



Job description
Reflection Room Manager
All Saints' Catholic Academy

Job purpose

This postholder will be responsible for ensuring Reflection students take advantage of learning opportunities at all times, behave appropriately and follow the All-Saints' Way at all times.

Specific responsibilities

The postholder will:

1. Liaise with CLs and the AHT (Behaviour and Attendance) to ensure that high quality materials to enable learning are provided and updated regularly. Resources should be available for every subject, year group and ability range, and should include appropriate learning materials to help all groups, e.g. EAL students and those who are disadvantaged.
2. Ensure resources in the room are maintained to a high standard, reporting any breakages/damage promptly. Hold a secure store of basic stationery, e.g. pens, paper etc. to facilitate learning.
3. To manage a budget to ensure that Reflection is suitably resourced.
4. Provide a mission for Reflection working in liaison with Senior Leaders in the School.
5. Provide informative, meaningful and up to date display materials to foster a culture of high expectations and learning. These must be updated regularly and cover the full range of subjects/age range as well as ensuring that the Catholic Identity of the School is truly represented.
6. Ensure that the work completed by students is returned to the class teacher for marking and assessment as and when appropriate.
7. Supervise and assist students in using Reflection resources to assist their Learning as well as bridge any gaps in their knowledge.
8. Ensure that students referred to Reflection behave according to the Academy Behaviour for Learning policy ensuring that they spend their time in there engaged in appropriate learning activities.
9. Ensure the AHT (B&A), key pastoral team and Year Progress leader are notified when a student has been referred and alert the SEND team if an SEND student has been referred.
10. Record entries on Arbor and issue the ML after school detention; Keep a record of the time remaining in the ISR and ensure that the tracker is kept up to date.
11. Ensure the student completes the incident form on entry so that the student's voice is captured
12. Provide mentoring and discussions to each child in a consistent and coherent manner, ensuring that the reconciliation and reflection forms are completed.
13. Send a daily email to relevant staff about the students in Reflection the following day.
14. Manage student ambassadors to ensure that work is provided for all children.

Skills and abilities

The postholder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:



1. Work on their own initiative as well as demonstrate the ability to solve unexpected or new problems in a methodical and efficient manner.
2. Learn new skills and expand their current skill set as well as be able to pass on knowledge and techniques to others.
3. Demonstrate good general interpersonal and communication skills.
4. Deal with conflicting demands and work flexibly.

Whole Academy responsibilities

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the catholic ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

