

Matrix Manager

Information Pack
[July 2026]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



Emma Leigh-Bennett
Headteacher

Matrix Manager

Role specific information

Start date:	As soon as possible
Closing date:	Monday 10th August 9am
Shortlisting date:	Monday 10th August
Interview date:	W/c 17th August
Contract:	Permanent
Working hours:	37 hours per week
Working pattern:	Term time only Monday to Friday 8.00am to 4.10pm Monday - Thursday 8.00am to 3.40pm Friday A daily unpaid break of 40 minutes
Salary Range:	Actual £27,437-£29,957 (FTE £31,537-£34,434) pay review pending

A vital pastoral role managing key behaviour systems and guiding students back to positive learning habits.

Why This Role Matters

You are not simply supervising an internal room; you oversee a vital transition point where students pause, reflect, and reset. Working directly with the Assistant Headteacher for Attitudes & Engagement, you will lead the daily operations of the school's Matrix, parking room, and On-Call coordination. By ensuring a highly structured and calm atmosphere, you provide the space for students to resolve barriers to learning and successfully return to their mainstream classrooms.

What You'll Bring

- **Relational Expertise:** Proven experience working with young people, with the ability to build respect and guide students through restorative conversations.
- **Calm Authority:** The ability to manage challenging behaviour firmly, calmly, and with consistent professional standards.
- **Operational Coordination:** Strong organisational skills to manage seating plans, distribute student work, coordinate On-Call staff, and update school management systems.
- **Team Leadership:** Experience in line-managing or guiding colleagues to maintain a unified, consistent approach.
- **Key Qualifications:** A minimum of 3 GCSEs (A-C) including English Language and Mathematics.

The Kingsdown Difference

- **A Collaborative Culture:** Work within an attitudes to learning team where behaviour systems are clear, consistent, and fully supported by senior leaders.
- **Professional Agency:** Enjoy the autonomy to coordinate and improve the daily runnings of the Matrix, on-call, and detention processes.
- **Workload-Sensitive Processes:** We utilise efficient data dashboards and clear communication logs to minimise administration, keeping your focus on impactful student interactions.

For more details, please see the Job Description below. If you would like to know more about this opportunity please contact recruitment@kingsdownschool.co.uk

This role includes regulated activity relevant to children.

River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. We are an exempt employer under the Rehabilitation of Offenders Act.

We actively value the "different contributions" you can make. We want you to be at your best during the application process; if you require any reasonable adjustments, please let us know.

Note: We do not accept CVs; please apply via My New Term. We reserve the right to interview and appoint exceptional candidates early.

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

KINGSDOWN SCHOOL JOB DESCRIPTION		
Job Title: Matrix Manager	Grade: G8	Date originally prepared: Jan 2017 Date last reviewed: May 2022, Oct 2022, Jan 2024, June 2025
Role reports to: Assistant Headteacher - Attitudes & Engagement		
Job Purpose: To support with embedding good Attitudes to Learning at Kingsdown School through staffing the school's Matrix for students on internal sanction in addition to coordinating the runnings of the Matrix, Parking room and On Call. The Matrix Manager will oversee the behaviour system in the school and champion challenging students in order to support them in refocusing and reflecting their attitudes. Ensuring that all parents and other stakeholders know who has been in the Matrix each day.		
Key Accountabilities: <u>Matrix</u> • Be responsible for the staffing of the school's Matrix, parking room and On Call • Line manage the Matrix coordinator • Liaise with staff over the setting of work within the Matrix, ensuring that every student has correct work available to complete/appropriate booklets. • Where work is not available, will ensure that students have access to Educlass or alternative work • Coordinate, organise and monitor the afterschool and lunchtime detention system in the school. • To support the member of staff leading the main Matrix room to ensure high standards of behaviour of students whilst in the Matrix. • To work closely with and support the Matrix Co-ordinator and staff ensuring any communication and duties are clear and that the Matrix runs smoothly • To notify On Call when a student has been parked from a lesson to ensure they arrive at their parked room. Ensure that the MIS is fully updated to ensure that registers are coded appropriately. • Use the Data dashboard to populate recurring student logs and escalate to the next levels- both rewards and behaviours. • Liaise with the SEND team to ensure reasonable adjustments are in place for students with an EHCP/SEND and notify staff as appropriate. • Clarify and explain instructions to students and support student regulation. • Liaise and consult with relevant staff about individual students. • Inform relevant staff, on a daily basis, who are in the Matrix for an internal sanction. • Develop coping strategies for students, enhancing motivation, raising aspirations and encouraging re-engagement in learning, taking into account a range of complex underlying issues that may impact negatively on learning and achievement. • Establish and maintain a positive, austere ethos in the school and set an example of high standards of dress and professional behaviour. • Manage the overall running of the room, supporting the Matrix staff on the regulating of students, escalating where needed and supporting with behaviour. • Responsible for the health, safety and welfare of the staff and students in the Matrix in accordance with the school's policy and Health and Safety at Work Act 1974. • Liaise with the staff On Call, ensuring that the hot spots are visited. • To follow up with repair conversations and log attendance. • Follow up missed repair conversations with 'parking' Teachers. • Update CPOMS when needed to flag concerns. • Monitor late to lessons and add to the MIS and detention slips.		

Record Keeping

- Using the school's information system, maintain and record all relevant information, including Restorative Justice conversations.
- Produce detailed records of work carried out with individuals and groups and report on the impact of your work.
- Communicate with parents regarding sanctions and as required or directed.
- Log any concerns on the School Electronic Safeguarding System- CPOMS

Student Attendance and Punctuality

- To support with 'on call' to assist with supporting the school behaviour and attendance policy.
- Maintain accurate records of students attending the Matrix Record absences and other relevant information as required.
- Aid students to learn as effectively as possible by encouraging attendance.
- Support students to commit to the school's behaviour and attendance policy.
- Develop coping strategies for students, enhancing motivation, encouraging re-engagement in learning, taking into account a range of complex underlying issues that may affect negatively on learning and achievement.
- Manage the 'student missing' email distribution and link with On Call staff to direct support.

Other Duties

- Contribute to the overall aims and targets of the school; consistently implement all school policies and school based systems. Appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and work within the schools performance management framework and participate in training and development activities as required.
- Assist in appropriate tasks as directed by SLT

Known Future changes to the Job:

Job Scope: No & type of jobs Managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

Knowledge & Experience:

- 3 GCSE (A-C) including English Language and Mathematics
- Experience of working with young people
- Good communication skills and the ability to problem solve
- Worked with and relate well to a wide range of young people from different ability, ethnic and social backgrounds or worked with teachers and other professionals
- Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers
- Competence in the skills of facilitating and developing others
- Line Management experience

Decision Making:

- Strategies to overcome barriers to learning.
- Responsible for the day to day running of the Matrix
- Organisation of students seating plans within the Matrix
- Liaise with SLT in the decision making of who will be in the Matrix the following day
- Provide work for students excluded for a fixed period and liaise with parents regarding this

- Observe students in lessons to assess their behaviour and implement a reintegration plan upon return from exclusion. Liaise with Pastoral Support Team where necessary.
- Line Management

Contacts and Relationships:

Headteacher
Staff
Students
Parents
Education professionals

Creativity & Innovation:

- Working within procedures, using initiative, but referring more complex problems to the line manager.
- Application of strategies to deal with challenging behaviour
- Manage challenging behaviour by students and occasionally parents during meetings to discuss methods to overcome barriers to learning.
- Provide structured teaching session to vulnerable students who need one to one provision or group basis e.g. anger management, self esteem etc

Emotional Demands:

- Responsible for individuals / groups of children, some will make emotional demands.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

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

Employee Signature:

Print Name:

Date:

Line Manager's Signature:

Print Name:

Date: