

Job Title	Reflection Room Manager
Grade	Scale 6 Points 13-17
Reports to	Assistant Headteacher
Liaison with	Teaching staff, support staff, students, parents,
Job Purpose	- To manage and be responsible for the internal reflection room - To support the pastoral team in providing pastoral care and small group behaviour interventions
Duties	<u>Inclusion Mentor Duties</u> - Maintaining a purposeful, supportive environment to ensure students supervised in independent study engage with their learning. - Forging positive relations with students that support guidance and mentoring to encourage reflection and positive behaviour. - Liaising with Heads of Department and teachers to ensure provision of work, facilitating its return for marking & feedback. - Liaison with the school's Pastoral Lead, senior leaders, Heads of Year and the pastoral team. - Assisting investigation of incidents. - Managing detention registers/staff rotas and helping to ensure students attend. - To liaise with parents of students placed in the reflection room, reporting on their behaviour, attitude and work completed each day. - To support with administrative tasks in relation to pastoral care . - To respect confidentiality at all times.
General	- 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 and grade

Reflection Room Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of working with children in an education, health or social care environment Recent professional training in behaviour management and/or parent/carer support e.g. Webster Stratton training
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to behaviour, inclusion and SEN
	Literacy	GCSE Grade C or 4 in English or equivalent
	Numeracy	GCSE Grade C or 4 in Maths or equivalent
	Technology	Ability to use ICT communication and administrative systems effectively
Communication	Written	Ability to write detailed and complex reports,

		plans, and letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
Working with children	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	SEN	Detailed knowledge of SEN strategies and policies, including EHCPs etc.
	Curriculum	Ability to create and deliver individual/group behaviour intervention sessions as needs arise
	Child Development	Excellent understanding of child development and learning processes Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
General	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

