

Job Description
Reflection Room Supervisor

Post Title:		Reflection Room Supervisor
Purpose:		<ul style="list-style-type: none"> • To provide a calm and quiet atmosphere within the Reflection Room so students can take time to reflect, deescalate and reset following an exit from class • To maintain consistent expectations and routines within the Reflection Room • Supervise the Reflection Room • To provide support to students who are struggling to engage with education • To support the whole school detention programme
Reporting to:		Assistant Head Personal Development and Engagement in Learning
Liaising with:		Other members of SLT, SENCO, Learning Support Assistants, Heads of Key Stages, HoDs, HoFs, Tutors, Pastoral Support Managers, relevant boarding staff, relevant non-teaching support staff, parents and students.
Working Time:		Monday to Friday Term Time Only (37 hours) Monday 0845 to 1615 (7hrs) Tuesday 0845 to 1645 (7.5hrs) Wednesday 0845 to 1645 (7.5 hrs) Thursday 0845 to 1645 (7.5hrs) Friday 0845 to 1645 (7.5hrs) <p style="text-align: right;">Job share opportunity</p>
Salary/Grade:		NJC Point 6 – 8 (£10.39 - £10.81per hour)
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Supervision		<ul style="list-style-type: none"> • Supervise the Reflection Room • Supervision of afterschool detentions • Maintain the high expectations around behaviour and engagement in learning when students are within the Reflection Room • Liaise with Heads of Year and Heads of Faculties identifying patterns in behaviour. • Support with oncall as needed when Reflection Room is unoccupied.
Student support		<ul style="list-style-type: none"> • Support students in deescalating behaviour and seeking additional help and support when required • Support student's with work completing as needed within the Reflection Room • Provide 1:1 mentoring for students as needed • Liaise with Heads of Year and Heads of Faculties to identify patterns in behaviour. • Liasie with SENDCo where appropriate • Support with students return to school plans for those with emotional health and well being needs • Support students who are struggling to engage successfully in education for a range of needs • Support the restorative practices within the school

Communication		<ul style="list-style-type: none"> • Communicate with HOF and HOY around students engagement within the Reflection Room • Liaise with key stakeholders including Parents
Administration		<ul style="list-style-type: none"> • Maintain accurate registers and records of those within the Reflection Room • Coordinate the booking of internal suspensions • Administration of the whole school after school detention programme • Administration of External suspensions as needed
Additional Duties		<ul style="list-style-type: none"> • Evaluate the above aspects of the school's work and report on it to SLT and Governors' Committee. • Contribute positively to SLT, department and Governors' meetings. • Attend and contribute to school events • Promote equal opportunities, high achievement and the school's mission statement in all areas of the school and lead on the setting and monitoring of Equality targets for the school. • Assist in the promotion of whole school and departmental policies and to follow the school's Performance Management procedures and aims. • Participate in appropriate meetings with colleagues and parents.
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> • To carry out other professional duties in line with the teaching standards. • To promote actively the school's corporate policies. • To carry out other responsibilities as determined by the Headteacher, following consultation. • To be involved in the wider life of a boarding school. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		