United Endeavour Trust

September 2023

**JOB DESCRIPTION –Reflect Room Manager**

**Name:**

**POST GRADE/ SALARY:** Grade 6

**1.0**  **JOB TITLE AND PURPOSE: Reflect Room Manager**

To promote positive student attitudes and behaviour in and around the academy, supporting the welfare and behaviour of students and encouraging mutual respect for members of the community.

To promote student attainment, achievement, attendance and well-being through targeted support and intervention with particular emphasis on the pupil premium and vulnerable cohorts of students.

To work as part of a team to promote and support whole Trust policies including raising attainment, behaviour, rewards, attendance and punctuality.

To promote positive relations and ensure excellent communications across the academic community, collaborating with external agencies where appropriate.

**2.0 WORKING HOURS**

* 37 hours per week, term time plus INSET days

**3.0**  **LINE MANAGEMENT:**

**Responsible to:** Assistant Principal responsible for behaviour and pastoral care

**4.0 DUTIES AND RESPONSIBILITIES:**

**PART ONE: Reflect Room Manager**

**4.1 Wider professional responsibilities**

* To monitor attainment & achievement and support interventions with identified students in order to raise standards & outcomes.
* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To contribute to academy Quality Assurance processes, Self-Evaluation and Academy Improvement Planning.

**4.2 Support to Pupils**

* To manage the behaviour management system database, recording data, managing information and producing regular reports.
* Assist with pastorally related administration which may include:
	+ Recording detention information on the school database and communicating this information to staff
	+ Recording information in relation to use of the quiet room
	+ Provide general administration support as appropriate according to the needs of the academy
* To undertake daily duties within the quiet room to encourage positive behaviours from students receiving referrals to the quiet room.
* To provide classroom-based support to include a 1:1/group mentoring relationship with young people needing particular support.
* Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
* Assist with the supervision of pupils on visits, trips and out of school activities as required.
* Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
* Liaison with students and families in relation to improving attainment, outcomes and well-being.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT 4.3 A Reflect Room Manager is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

• A Reflect Room Manager upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a inclusion support worker- home tutor’s professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

• A Reflect Room Manager must have proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

* A Reflect Room Manager must have an understanding of, and always act within, the national occupational standards for supporting teaching and learning in schools.

**PART THREE: OTHER**

**4.4 Appraisal**

* To participate in arrangements agreed at United Endeavour Trust for the appraisal of his/her performance and the development identified.

**4.5 Policies**

* To understand and comply with all Trust policies.
* To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the school premises and elsewhere.
* With reference to the Trust’s Mental Health Policy, all staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

**4.6 General Terms**

* All support staff will work on INSET Days.
* Holiday leave will be in line with the policy for non-teaching staff (for this role annual leave cannot usually be taken in term time).
* The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
* All job descriptions are subject to change as the needs of the school changes.
* All support staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder

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