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**Job Description: Reflection Room Coordinator**

Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment

**Main Purpose:**

Responsibility for the efficient running of the Reflection Room and liaison with colleagues to provide early intervention for students persistently challenging the Culture for Learning at Priory School; by providing high support and high challenge we will create a safe, calm, purposeful culture where staff and students can thrive as game changers through enjoyment, respect and achievement

**General Responsibilities**

**All school staff are expected to:**

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Specific Responsibility**

**Reflection Room Management and Administration:**

* Use ClassCharts to identify students who are currently not supporting the Culture for Learning we are striving to achieve
* Use ClassCharts Analytics to track attendance and progress of students accessing the Reflection Room
* Contribute to Pupil Passports to support ‘Every Child being Known’
* Use a ‘Relational’ approach when working to provide high support/high challenge to students in the Reflection Room
* Maintain high expectations of conduct and use our behaviour policy where students are not meeting these expectations

**Caseload Intervention**

* Promote our vision for Culture for Learning
* Work with targeted students to improve engagement with learning
* Use restorative approaches where there has been conflict between members of the school community
* Use a PACE approach to help diffuse situations and build positive relationships
* Recommend strategies to other staff working with the students
* Build a bank of resources to support the adjustments required to address the barriers to positive engagement

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team

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| Responsible to: |  | Senior Assistant Headteacher |
| Salary/Grade: |  | BET Grade 4 Step A - E |