

Candidate Briefing Pack

Reflection Room Manager



Dear Applicant

We are seeking to appoint a highly motivated, enthusiastic, experienced Reflection Room Manager with the ability to inspire our Pastoral department as soon as possible. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.”

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

How to apply- See Application pack

Our offer:

- You will be working in an Academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

You will be:

- An outstanding Reflection Room Manager
- Able to build effective working relationships with pupils, staff and parents
- Able to provide stimulating and engaging experiences for our children, challenging them to achieve beyond their expectations and supporting them to become lifelong learners
- Willing and committed to developing and sharing outstanding teaching practice
- Able to work in partnership with children, parents, staff, governors and the wider community

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months’ service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months’ service)
- 1 day’s paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

As a Reflection Room Manager, you have a unique opportunity to shape and support the successful futures of the pupils of George Eliot Academy.

George Eliot Academy joined United Learning in December 2023. United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The group's aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary
Principal
George Eliot Academy

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Job Description for Reflection Room Manager

Hours of work:	37.5 per week, Monday to Friday, 8am – 4pm*
Contracted weeks:	42 weeks
Salary:	FTE £34,870 per annum (£32,402 pro rata)
Reporting to:	Assistant Principal

*You will be expected to work more than the standard 37.5 hours per week to meet operational requirements. This is reflected in the “term time only plus 3 weeks” arrangement already advertised.

Role Purpose:

We wish to appoint a Reflection Room Manager working within a supportive and positive pastoral team. You will ensure that pupils are supported to the best that they can be. The Reflection Room Manager will address matters that arise skillfully and promptly dealing with behaviour, attitude, standards and engagement. The successful candidate will engage with parents to build and maintain positive relationships with the community and maintain excellent records of intervention, supporting the graduated approach to pastoral support.

Reflection Room Manager model good pupil conduct, dress code and professionalism. They are supportive of the school culture and instrumental in removing barriers to enable pupils to meet the demands of the classroom.

Main Duties and Responsibilities

Role Tasks

- Co-ordinate and supervise the Reflection Room, managing the culture in the room.
- Liaise with the Director of KS3 and KS4 to discuss pupils who are placed in the room and plan actions accordingly to ensure success.
- Ensure behaviour expectations are clearly communicated, applied consistently and are in line with the agreed Behaviour Policy and Reflection Room processes and procedures.
- Oversee the delivery of appropriate learning within the Reflection Room.
- Ensure expectations of pupil work completion within the Reflection Room remain high and consistent.
- Liaise with subject leaders to ensure work completed in the Reflection Room supports curriculum coverage and minimises gaps in learning.
- Ensure appropriate steps are taken to support pupils with a successful return to learning after their time in Reflection Room.
- Maintain pupil records/database.
- Administer the logging system for Reflection Room and ensure all registers are timely and accurate.
- Communicate with Key Stakeholders as required.
- Attend meetings and parents’ evenings as required.

- Liaise with members of the teaching profession on educational matters.
- Commit to ongoing professional development specific to the role of Reflection Room Manager (e.g. effective behaviour management strategies, difficult conversations etc.)
- Collect and analyse data for pupils sent to Reflection Room to identify.

General:

- Develop excellent working relationships with colleagues internally, centrally, and externally.
- Be an effective and flexible member of the team, contributing to the successful adherence to the Safeguarding Policy.
- Always uphold the Academy policies and procedures.
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Academy and beyond.
- Represent the Academy at events as appropriate.
- Support and promote the Academy ethos.
- Undertake any other duties and responsibilities as required, that are covered by the general scope of the post.

Person Specification Reflection Room Manager

Qualifications		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid/Team-Teach	Essential	Application/Interview
Level 3 or equivalent qualifications, relevant to the role	Essential	Application
Support Teaching and Learning Qualification	Desirable	Application
Experience		
Working with children across the age and ability range appropriate to the role	Essential	Application/interview
Working in a similar role	Desirable	Application/Interview
Supporting pupils with additional needs	Desirable	Application/Interview
Skills and Knowledge		
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these	Essential	Interview
Implementing different strategies to manage behaviour and social skills development	Essential	Application/interview
The ability to use IT effectively and familiarity with educational software and resources	Essential	Application/interview
The ability to establish effective, positive relationships with children, families and other professional colleagues	Essential	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for pupils	Desirable	Application/Interview
Other		
Committed to the safeguarding of young people	Essential	Application/interview
Excellent written and verbal communication skills	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential	Application/interview

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline many duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used, in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

This post is subject to an enhanced DBS disclosure. We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.

How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday, 15 December 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

Further information

To arrange an informal discussion regarding the role please email enquires@georgeeliotacademy.org.uk

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary:** FTE £34,870 per annum (£32,402 pro rata)

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months' service)
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