A logo of a school

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**Reflection Room Supervisor**

Application Pack

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**Principal – Mr S Royle BA (Hons) PGCE NPQH**

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

Salary scale: G3

Contract Type: 21 hrs Term Time only 44.6 weeks.

Contract Term: Fixed Term until 18/07/2024.

**Reflection Room Supervisor**

We are looking for a Refection Room Supervisor to join our thriving Academy in supporting the cover needs.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills and ability to relate well to young people and their learning. Applications must be able to work in a team environment. This is a term time only position so the successful post holder will benefit from the school holidays.

The successful candidate will also work proactively alongside a highly motivated team of professionals, to ensure that the classes are covered appropriately.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and an information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

**Closing date for applications**: 27/11/2024

**Interviews**: TBC

**Start date: Asap**

Please send your completed application form to Malvina Jenkin [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

**Welcome**

Dear Applicant,

Thank you for expressing an interest in the post of Reflection Room Supervisor. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay’s reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school’s ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can make a contribution in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely

A close-up of a signature

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Simeon Royle

PRINCIPAL

**Job Description**

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| **Post Title:** | Reflection Room Supervisor |
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| **Purpose** | The Reflection Room Supervisor oversees the operation of the Reflection Room, ensuring that students placed in Reflection follow school rules and complete their assigned academic work. The role involves maintaining a calm, orderly, and structured environment, promoting positive behaviour, and supporting students to reflect on their actions to reintegrate into the school community successfully. |
| **Main Duties and Responsibilities:** | * **Key Responsibilities:**  1. **Supervision and Management**:  * Supervise students who have been assigned to Reflection for behaviour-related reasons. * Ensure that students adhere to the rules and expectations of the Reflection room, including maintaining a quiet and focused atmosphere. * Manage and de-escalate situations where students display challenging behaviour, using appropriate strategies.  1. **Academic Support**:  * Ensure that students have access to the necessary learning resources to continue their learning during their time in Reflection. * Monitor the completion of work and provide support where necessary, ensuring students remain engaged in their learning.  1. **Behaviour and Reflection**:  * Provide opportunities for students to reflect on their behaviour and the consequences of their actions. * Facilitate restorative conversations or reflection exercises to help students understand the impact of their behaviour and how to improve moving forward. * Encourage students to develop better coping strategies and improve their behaviour through positive reinforcement.  1. **Record Keeping and Reporting**:  * Maintain accurate and up-to-date records of students attending the isolation room, including reasons for isolation, length of stay, and any incidents that occur. * Provide regular reports to the Head of Behaviour or Pastoral Team regarding student progress and any concerns.  1. **Collaboration and Communication**:  * Work closely with the Pastoral Team, SENCO, and SLT to support the overall behaviour management strategy within the school. * Communicate regularly with teachers to ensure that students receive appropriate academic work and support. * Where necessary, communicate with parents or guardians to provide updates on student progress and behaviour during their time in Reset.  1. **Restorative Practice and Reintegration**:  * Support the reintegration of students back into the classroom by working with the behaviour team to set clear expectations and action plans for improvement. * Use restorative practices to help students build positive relationships with staff and peers. * **Qualifications and Skills:** * **Education**: Relevant qualification or experience in behaviour management, education, or working with young people. * **Experience**: * Previous experience working in a school or educational setting, particularly with students exhibiting challenging behaviour. * Experience managing small groups of students or working in a behaviour support role is desirable. * **Skills**: * Strong behaviour management skills, including de-escalation techniques and a calm approach to challenging situations. * Excellent communication skills, both written and verbal, with the ability to engage and support students effectively. * Good organisational skills and the ability to maintain accurate records. * Patience, empathy, and resilience in dealing with students with complex behavioural needs. * Unable to load the shape * **Personal Attributes:** * A commitment to promoting positive behaviour and student well-being. * A calm and authoritative presence, capable of managing potentially challenging situations with confidence. * An understanding of the need for confidentiality and professionalism when dealing with sensitive student information. * Ability to work both independently and as part of a team to achieve behaviour management goals. * Unable to load the shape * **Working Conditions:** * Full-time role based within a school environment. * May involve working with students exhibiting a wide range of challenging behaviours. * The role requires patience, resilience, and a firm but fair approach to discipline. |

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| **Other Specific Duties** |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Trust’s and Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

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| **Reporting to:** | Vice Principal: Academic Development |
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| **Responsible for:** | Behaviour |
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| **Liaising with:** | Senior Leaders, staff, students. |
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| **Working time:** | 21 hrs a week part time |
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| **Salary/Grade:** | G3 |
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| **Disclosure level:** | Enhanced DBS |
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. This job description may be amended in consultation with the postholder.

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