

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Reflections Manager	<b>Grade:</b> F (points 14-19)
<b>Job Family:</b> Educational Support	
<p><b>Overall Purpose of Job:</b></p> <p>Under the direction of senior staff, as the Reflections Manager you will co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising their standards of behaviour for learning.</p>	
<p><b>Main Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. You will be a first response for everyday student problems.</li> <li>2. You will investigate reported incidents of poor behaviour.</li> <li>3. You will contact parents/carers in informing them of individual students' behaviour, consequences or exclusions as part of effective lines of communication between the academy and home.</li> <li>4. You will liaise with relevant staff on actions to be taken.</li> <li>5. You will administer appropriate sanctions.</li> <li>6. You will support parents/carers and students in crisis, liaising with identified personnel.</li> <li>7. You will arrange for units of work and/or specific skills development with individual students to be provided.</li> <li>8. You will monitor the behaviour and progress of these students.</li> <li>9. You will organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available.</li> <li>10. You will co-ordinate C5s liaising with parents/carers, students and staff.</li> <li>11. You will liaise with parents/carers, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues.</li> <li>12. You will provide information, reports and analysis on student behaviour.</li> <li>13. You will maintain the consequences room to ensure it provides an appropriate environment for students.</li> <li>14. You will promote and safeguard the welfare of children and young people</li> <li>15. You will appreciate and support the role of other professionals.</li> <li>16. You will attend and participate in relevant meetings as required.</li> <li>17. You will assist with student needs as appropriate during the academy day.</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>18. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>19. You will participate in training and other learning activities and performance development as required.</li> <li>20. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>21. You will ensure strict confidentiality in all areas of work.</li> <li>22. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>23. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>24. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> </ol>	

25. You will always comply with the Trust's policies and procedures.
26. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Knowledge, Skills and Experience**

#### **Essential**

- Grade C/4 or above, or equivalent, in both English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent proven practical work experience (C/I/A)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Previous experience of working with young people, preferably in a school setting (A/I/R)
- Ability to work effectively with children of a relevant age group (A/I/R)
- Strong communication and listening skills (A/I/R)
- Good ICT skills (Microsoft packages) (A/I)
- Ability to build positive relationships with all stakeholders, especially parents/carers (A/I/R)
- Ability to work effectively as a team (A/I/R)
- Ability to respect and maintain confidentiality (A/I/R)
- Ability and willingness to inspire students and get the best out of them (A/I/R)
- Efficient and effective organisation skills (A/I/R)
- Ability to motivate others (A/I/R)
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues (A/I/R)

#### **Desirable**

- Working in a school environment (A/I/R)
- Understanding of issues affecting students and young people and how to offer supportive assistance (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Understanding of academy child safeguarding procedures (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

### **Behaviours**

- Proactive
- Organised
- Resilient
- Calm
- Team Player
- Flexible
- Positive
- Engaging
- Clear communicator
- Emotional intelligence
- Reliable
- Trustworthy
- Motivational

**Contacts and Relationships:**

**Managers** - in daily contact with senior leaders/Principal within the academy

**Support Staff** – in contact with support staff involved with administration, student support, cleaning, catering, and site staff.

**External** – in contact with parents/carers, external agency professionals, other local authority staff, AAB members, and visitors.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.