



Job Description

Job Title:	Reflection Room Supervisor
Reports to:	Assistant Headteacher
Grade	Band 2 Vocational
Role Summary:	
<p>You will be responsible for supervising students who have been sent to the schools Reflection Room, ensuring they settle quickly, and work hard during their time in the Reflection Room.</p> <p>You will complete Student Services work, such as Schools Administrative tasks, when not engaged in Reflection Room work and if time permits.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. In liaison with Student Services (Behaviour), Heads of Phase or Senior Leaders, prepare the reflection room to receive students referred. 2. Log students who arrive part-way through the day and ensure registers are prepared for the following day where necessary. Check emails regularly - details for referrals will be shared: in the event these details are missing, to notify Student Services (Behaviour) to follow-up. 3. Ensure the student places any device (including Chromebook), and any other valuables, in the storage provided in the room 4. Allocate the student to a booth and ask them to read the RR Code, in silence 5. Ask the student to complete the RR Student Statement (a form they fill in, that allows them to explain in their own words, why they have been sent) and provide the student with appropriate work to do, from the materials provided in the RR 6. Once the student has settled, completed the RR Student Statement, talk to her/him about the referral, in light of information sent to you by email. The main aim of this conversation is to help the student to see how she/he could avoid being sent to the RR again 7. Distribute RR work and collate this information as required, with classwork returned and redistributed via pigeon holes if relevant. 8. Score the student for each lesson in the RR – students who score low may well have to repeat their RR time, or it may be extended (this decision to be taken by the Assistant Head Behaviour or another member of SLT) 	



9. Collate referrals made each day, so senior leaders can monitor a) which students are being referred b) how often c) the reasons for their referral and d) who is making referrals
10. Send the School standard letter to the parent of the student who has spent time in the RR
11. Inform the student's form tutor, Head of Phase and Assistant Head Behaviour at the end of each day about the RR referrals made that day, and to liaise accordingly with the Student Services (Behaviour) colleague as required.
12. Ensure standards in the reflection room are maintained with rigour and in line with expectations
13. Provide data when requested to do so
14. Provide senior leaders with a report about how the RR is working once per half term
15. Complete Student Services related tasks as assigned
16. Other duties as requested by your Line Manager/Headteacher .

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

Person Specifics

Essential

1. Ability to work well with young people, all colleagues and others
2. Clear and strong oral and written communications skills, including on the telephone
3. Competence with IT, e.g. Microsoft Word
4. Ability to work well under pressure
5. Ability to produce accurate work, consistently
6. Positive, can-do outlook
7. Calm, friendly but firm, authoritative manner
8. Diligence and commitment to doing an excellent job every day

Desirable

1. Experience of working in a school
2. Experience of working with young people whose behaviour can be challenging at times
3. Sense of humour, quick to smile and laugh

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

CAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment



This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This Job description is generic for all administration staff who work within the student services team. Duties will be allocated by the Assistant Headteacher.

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