

Job Description

Role: Reflection Centre Manager

Accountable to: Deputy Headteacher - Culture

Conditions of service: 37 Hours per week, Term Time Only, Grade D

Objectives:

- to manage and run the internal exclusion & restoration unit for students whose behaviour has escalated to internal exclusion level/planned removal from lessons
- undertake all aspects of admin, communication and work setting around suspensions
- students complete their set academic work in a supervised area
- support the house team and middle managers with student behaviour and development of the positive behaviour systems and ethos for the school
- manage and run the schools ER, detention and twilight provision systems

Main areas of responsibility:

1. Supervise students at all times within the allocated hours in internal isolation – 8.45-3.10pm.
2. Ensure that students work in silence on the set subject work and keep to the clear working and behaviour expectations of the unit
3. Monitor behaviour and work ethic of students in reflection centre
4. Provide work as per the student's normal timetable (whether they are on internal exclusion or planned removal) and making sure students complete this to the best of their ability. Liaise with subject leaders, teachers and house team to ensure individual work is provided and also given back for marking and feedback
5. Use SIMS to record behaviour and attendance and logging of any resources (reflection forms, etc) as well as accessing student timetables and teacher information
6. Ensure the area on the network and in SIMS for all record keeping and student details is kept up-to-date
7. Support students with their work during the day
8. Assist with general admin such as:
 - a. Pulling together analysis data for The Senior Leadership Team, Governors and House Team regarding numbers in internal isolation, suspensions, repeat offenders, groups, types of behaviour, etc
 - b. Any other duties that may require completion
9. Organise the school detention system using SIMS (lunchtime and after schools). This includes staff rota, e-mail reminders, and escalation of student's not attending/not meeting expectations. Also to monitor and address any staff that do not attend the required restoration conversations needed in detentions
10. Deal with any communication from parents around detentions, sanctions, behaviour points, etc
11. Liaise and co-ordinate with Heads of House, Assistant Heads of House, Subject Leaders, SENCO, PP Champion, Attendance Officer, Deputy Headteacher – Culture, Attendance & Family Support Work Manager
12. When no students are in the unit the manager will support the house team and all middle managers with any student behaviour issues as well as helping the Deputy Headteacher - Culture with development of the whole school behaviour system and procedures
13. Undertake any reasonable tasks, as directed by the Headteacher
14. Arrange After School School/Twilight provision as required (staff rota, timetable, letter home, work log, etc)
15. Attend Emergency Referral calls as first response
16. Supervise lunchtime detentions for lateness
17. For any student that is suspended, inform home via letter, set work and inform Hampshire via normal procedures
18. Communicate home and to the students regarding internal exclusions and planned removal would be done by the Head of House
19. During the times the unit is not used for internal exclusions or planned removal, the manger would be further developing the resources and systems for the unit as well as supporting the house team and Student Support team regarding behaviour and progress of students.
20. Access and monitoring of the school's CCTV system to help with evidence gathering around student incidents
21. Get statements from students and staff regarding any incidents
22. Deal with daily student behaviour
23. Work alongside the Attendance & Family Support Work Manager when it comes to restoration work with students around their behaviour

The duties of the post may vary from time to time without changing the general character or the level of responsibility.