

School Name: Acklam Grange School
Post Title: Reflect Lead
Responsible to: Executive Headteacher
Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

To support the Behaviour and Pastoral Teams to promote positive behaviour management across the school alongside the Whole School Behaviour Manager and to lead a team of staff in Reflect to support the learning, progress and behaviour of students within the Reflect area.

TO BE RESPONSIBLE FOR:

- Managing a team of staff within Reflect to promote consistency, continued student progress and personalised student support
- Leading the organisation of lessons within Reflect to ensure students continue to make expected levels of progress whilst experiencing internal exclusion
- To organise and develop resources to support lessons within Reflect and to evaluate impact on student progress
- To provide personalised programmes for individuals and small groups of students to support development of social skills, anger management and emotional literacy
- Maintenance of Reflect student records, i.e. attendance, punctuality, behaviour, attainment and achievement.
- Using data to effectively track student progress and evaluate the impact of Reflect intervention strategies, reporting feedback to the relevant school teams
- To supervise and maintain calm and orderly behaviour within Reflect, throughout the school day, in line with the school's behaviour policy and strategies
- To liaise with the relevant school teams with regard to student referrals to Reflect
- To lead on the delivery of restorative behaviour workshops
- To lead on behaviour modification across the school
- Supporting staff and parents on intervention strategies
- To focus on building positive relationships with key cohorts of students within the Respect agenda
- Work alongside the Whole School Behaviour Manager on monitoring whole school behaviour data
- Provide termly behaviour updates for the QA cycle
- Day to day management of behaviour within Reflect and across the wider school
- Monitor and review the impact of behaviour modifications across the school
- Assist the Whole School Behaviour Manager and Pastoral Teams with the day to day management of whole school behaviour issues
- To support student logistics during student arrival, break time, lunch time and end of day arrangements

SUPPORT ACROSS THE SCHOOL TO:

- Ensure positive reintegration of students from Reflect, back into the mainstream classroom
- Provide staff in school with additional support in behaviour management through observation, shared planning and working alongside colleagues

- Participate in the comprehensive assessment of students to determine those in particular need of personalised support
- Work with Pastoral Teams and the SEN Department to develop positive approaches (inside or outside of the classroom) with individual or groups of disaffected students
- Share resources with staff in school to promote effective behaviour for learning
- Deliver whole school CPD, in relation to behaviour for learning
- Work collaboratively with school teams to support the preparation and analysis of internal and external exclusion data

STUDENT AND TEACHER SUPPORT:

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within Reflect
- Support students consistently whilst recognising and responding to their individual needs
- Provide feedback to students in relation to progress and achievement
- Support student achievement and student welfare
- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust work sheets as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc
- Production of worksheets and behaviour modifications

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE:

- Manage the Reflect Admin Officer
- Hold regular team meetings with Pastoral Support Assistants
- Undertake induction, training and mentoring of new staff who require behaviour management support

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.