

GREIG CITY ACADEMY



Draft Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Reflection Room Supervisor
Responsible to:	Assistant Vice Principal
Hours:	35 hours per week (8.00 am to 4.00pm), working to a 40 week contract (term time only plus an additional five contractual days, to be worked during the school holidays or as directed).
Salary:	Point 12 on the NJC pay scale for outer London, £22,147 per annum when calculated to reflect the working hours and the 40 week contract (full time rate: £25,137). This post is temporary in the first instance, with the expectation that it will become permanent and an Individual Salary Range negotiated.

Purpose of the Job

To coordinate the work that students complete on MS Teams and work with them both one to one and in small groups, mentoring key students to support and improve their behaviour.

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education 2021' and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and Responsibilities Specific to This Post

1. General

You will:

- 1.1 manage the isolation room
- 1.2 coordinate the work students will complete on MS Teams
- 1.3 create/deliver restorative justice work with students and staff
- 1.4 work with the pastoral team, including the Learning Support Centre (LSC)
- 1.5 mentor key students to support and improve their behaviour
- 1.6 work with students on a one-to-one basis and small group work
- 1.7 work with other key stakeholders such as Heads of Year, parents and other key staff
- 1.8 provide weekly data for the Vice Principal/Assistant Vice Principals – Pastoral and Heads of Year regarding isolation and recidivists, including intervention work in place
- 1.9 cover any other duties as directed by Assistance Vice Principal - Pastoral
- 1.10 carry out duty calls and cover lessons as and when required

2. Development and Training

- 2.1 The health and wellbeing of our students is a priority and you will be expected to undertake appropriate training and professional development
- 2.2 You will participate in training courses to develop your skills in relation to the role
- 2.3 You will be expected to complete Safeguarding training in line with national and school Safeguarding policies

3. Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post.

4. Ethos

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students ‘to develop an enquiring mind and express and explore their own views openly and honestly’.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, department and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

October 2021

Person Specification

Qualifications	Essential	Desirable
Educated to NVQ level 3/4 or equivalent	✓	
A professional qualification relevant to the post such as teaching/ SEN/ inclusion, youth worker or other relevant qualification		✓
A relevant degree		✓
Positive handling training		✓
First Aid qualification (or willingness to work towards).		✓
Experience	Essential	Desirable
Working with children, young people, parents and families in a secondary school	✓	
Delivering mentoring and restorative justice	✓	
Using IT systems such as MS Teams and Microsoft Office	✓	
Experience of using Bromcom		✓
Knowledge	Essential	Desirable
A clear understanding of social, emotional and mental health (SEMH) needs and the effects they can have on behaviour	✓	
Skills, Abilities, Personal Qualities and Disposition	Essential	Desirable
A commitment to the protection and safeguarding of children and young people	✓	
An ability to deal with challenging behaviour	✓	
Excellent interpersonal skills and the ability to build positive relationships with students, parents, staff and the wider school community	✓	
Confidence in making own decisions and communicating them to key staff	✓	
Excellent communication skills: be able to communicate confidently and effectively, both orally and in writing, especially with students, parents and carers, school staff and other key stakeholders	✓	
The ability to write to a good standard of literacy to include excellent report writing skills	✓	
The ability to persuade and negotiate and to listen effectively	✓	
Be able to overcome communication barriers with students, parents and carers	✓	
Good organisational skills with the ability to maintain accurate and up to date records	✓	
Excellent time keeping skills, with a demonstrable ability to meet tight deadlines and manage own time effectively	✓	
Be able to work flexibly and as part of a team as well as on your own initiative	✓	
Be able to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups	✓	
Be able to work alone when necessary	✓	
Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school	✓	
Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description	✓	
Equalities and Safer Recruitment	Essential	Desirable
Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff	✓	
Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	✓	
Be willing to undergo an enhanced DBS Disclosure check	✓	