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| **JOB DESCRIPTION** |  |
| **Post:** | Reflection for Learning (RfL) Manager – Internal Isolation |
| **Grade:** | NJC Grade F (New SCP 12 – 19) - 37.5 hours per week, term time only |
| **Section:** | Student Support/Pastoral Team |
| **Responsible to:** | Vice Principal (Pastoral) & Assistant Principal (Behaviour & Standards) |

**JOB PURPOSE**

To supervise students in our internal isolation centre who have been removed from lessons or internally excluded as a consequence of a breach of the school’s behaviour policy. The role will be a pivotal position in supporting our students to reflect on their behaviour, provide intervention to enable students to engage positively in restorative conversations and improve their behaviour for learning.

**MAIN DUTIES**

**Specific responsibilities to the role of RfL Manager:**

* To manage the implementation of Litherland High School’s behaviour policy within the RfL room.
* To contribute to our whole school approach to promoting positive behaviour.
* Be a lead professional in the provision of effective behaviour management.
* To reinforce and embed a clear structure to the daily routines in the school’s RfL room.
* To organise all work for students in the RfL room by liaising with teachers and support staff.
* To supervise the students who are in the RfL room ensuring the work set is at the correct level and differentiated when necessary. To record attendance and work completed.
* To help develop positive approaches towards disaffected pupils.
* To provide challenge and motivation to ensure a calm working environment.
* To ensure that students have access to all the equipment that they will need to work in silence in the RfL room.
* To reinforce the school’s behaviour and attitude expectations.
* To act upon emergency referrals from the SLT when a serious incident has occurred.
* Support the pastoral team in the delivery of the behaviour interventions and programmes.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Using software and analysing data**

* To use the school’s MIS and other data systems to record information about students, and analyse patterns & trends in relation to behaviour over time.
* To run the RfL room tracking system and manage its administration.

**Communication**

* To communicate with parents/carers about both the positive and negative behaviour of students in RfL verbally and/or using the schools software and communication systems.
* Communication with the pastoral team to support the behaviour correction of pupils.
* To give feedback on the progress of students who have been placed in RfL
* To respond to face-to-face, telephone and e-mail enquiries with all staff, parents and outside agencies.
* To play a major role in initiatives and projects that may arise during the year.
* To undertake research and obtain information to inform decisions

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**