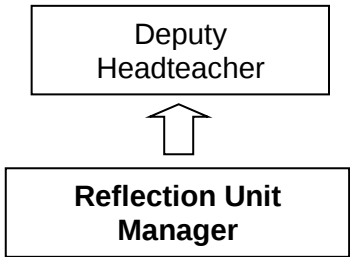


# JOB DESCRIPTION



|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                             |        |   |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---|
| Job title:  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | REFLECTION UNIT MANAGER                                                                                                                                                                     |        |   |
| Reports to: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Deputy Headteacher (Pastoral)                                                                                                                                                               | Grade: | 5 |
| 1.          | MAIN PURPOSE OF JOB: To ensure the effective operation of the Reflection Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                             |        |   |
| 2.          | CORE RESPONSIBILITIES, TASKS & DUTIES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                             |        |   |
|             | i                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To have overall responsibility for the day-to-day operation of the Reflection Unit;                                                                                                         |        |   |
|             | ii                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | To ensure that students in the silent Reflection Unit carry out the work given to them to a satisfactory standard and that there is a sufficient amount of appropriate work for them to do; |        |   |
|             | iii                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | To liaise with the relevant personnel (such as Head of Years in the first instance, then Assistant Head of Years, SENDCO, etc.) on operational matters as and when necessary;               |        |   |
|             | iv                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | To attend student exclusion and readmission meetings where appropriate;                                                                                                                     |        |   |
|             | v                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To supervise the Reflection Unit ensuring that all students work in silence;                                                                                                                |        |   |
| 3.          | SUPERVISION / MANAGEMENT OF PEOPLE<br>No. reporting - Direct: None Indirect: None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                             |        |   |
| 4.          | CREATIVITY & INNOVATION <ul style="list-style-type: none"><li>The Reflection Unit Manager will be responsible for the resourcing of the Reflection Unit.</li><li>As the operation of the Reflection Unit develops the postholder will have responsibility for shaping that development innovatively.</li><li>At all times the postholder can refer to the Head of Years for guidance, and he or she will work with students within well-established and clearly defined practices and procedures.</li></ul>                                                                                                                                                                                                              |                                                                                                                                                                                             |        |   |
| 5.          | CONTACTS & RELATIONSHIPS<br>Internal within the school: <ul style="list-style-type: none"><li>Head of Years: daily;</li><li>Assistant Head of Years: regularly and frequently;</li><li>Deputy Headteacher: weekly;</li><li>SENCO: occasionally;</li><li>Teaching staff: daily;</li><li>Students: daily.</li></ul> All the above are concerned with communicating or taking advice about students, except for the interaction with students which is direct supervision and which can be demanding and involve conflict.<br>External to the school: <ul style="list-style-type: none"><li>Parents: occasionally in order to communicate information about students; this can be demanding and involve conflict;</li></ul> |                                                                                                                                                                                             |        |   |

|                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Other multi-agency representatives: occasionally to ask for advice and disseminate information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |              |                                                                                                                                                                            |  |
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| 6.                                                                                                                                                                         | <p><b>DECISIONS – discretion &amp; consequences</b></p> <ul style="list-style-type: none"> <li>The postholder has autonomy to plan their working day as long as they fulfil their core purpose which is to ensure the effective operation of the Reflection Unit at all times.</li> <li>The school day places obvious time constraints upon the postholder and the postholder will plan his or her work within the constraints of the school day.</li> <li>The postholder will decide what resources are required for him or her to effectively resource the Unit and have a great deal of autonomy over such decisions, within the budget parameters set by the Headteacher.</li> <li>The postholder will work with students within well-established and clearly defined practices and procedures.</li> <li>Decisions made by the postholder will ultimately impact upon the education and welfare of students and their future prospects and from that point of view it is a post with considerable responsibility.</li> </ul>                   |                    |              |                                                                                                                                                                            |  |
| 7.                                                                                                                                                                         | <p><b>RESOURCES – financial &amp; equipment</b><br/> <i>(Not budget, and not including desktop equipment.)</i></p> <table> <tr> <th><u>Description</u></th><th><u>Value</u></th></tr> <tr> <td colspan="2">The post will include responsibility for the day-to-day maintenance of the non-ICT resources within the Reflection Unit, including the work for students from departments.</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>Description</u> | <u>Value</u> | The post will include responsibility for the day-to-day maintenance of the non-ICT resources within the Reflection Unit, including the work for students from departments. |  |
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| 8.                                                                                                                                                                         | <p><b>WORK ENVIRONMENT</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>This post will involve largely planned work. There will be times when students enter the Reflection Unit at short notice but these occasions will be infrequent.</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>The postholder will spend some time inputting data electronically, but this will be a small proportion of the postholder's responsibilities.</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>The postholder will operate largely within one well-equipped room.</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>The postholder will occasionally encounter difficult situations with disruptive students and may be at risk of verbal abuse.</li> <li>The Reflection Unit is sited at the very centre of the school with senior staff, including the Headteacher, within close proximity should support be required.</li> </ul> |                    |              |                                                                                                                                                                            |  |
| 9.                                                                                                                                                                         | <p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>The postholder will be required to acquire, through on the job training, knowledge of all the school procedures related to working with children, which are based on national guidelines;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |              |                                                                                                                                                                            |  |

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|            | <ul style="list-style-type: none"> <li>• The postholder will need highly advanced interpersonal skills in order to manage effectively the range of behaviours exhibited by students – he or she will have to demonstrate diplomacy, sensitivity, tact and a caring approach to managing students and always remember that he or she is the adult in all situations and exhibit behaviour which reflects that role;</li> <li>• The postholder will need experience of managing other colleagues, sometimes in pressurised situations;</li> <li>• The postholder will have to have good literacy, numeracy and computer literacy skills, and hold qualifications at Level 3.</li> </ul> |
| <b>10.</b> | <p><b>GENERAL REQUIREMENTS OF ALL POSTHOLDERS</b></p> <p>As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York LA, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever- changing and demanding circumstances is essential.</p>                                                                                 |
| <b>11.</b> | <p><b>Position of Job in Organisation Structure</b></p>  <pre> graph BT     A[Deputy Headteacher]     B[Reflection Unit Manager]     B --&gt; A </pre>                                                                                                                                                                                                                                                                                                                                                                                                                                              |