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11 – 16 Mixed Comprehensive NOR 1,403 (across 2 campuses)

Head Teacher: Krista Dawkins

**Reflection Room Assistant Manager**

**Grade D: £22,483-£24,850 (FTE: £25,628-£28,326)**

**Monday-Thursday: 8am-4pm, Friday: 8am-3.30pm. 37 hours per week. 40 weeks per year.**

We are looking to appoint an aspirational member of staff who has high expectations and standards for students and who is committed to achieving positive outcomes for students. The ideal candidate will have excellent communication, organisational and behaviour management skills. They must be able to work collaboratively with staff across the wider school including the senior team, Inclusion Support and Year Leaders. This role will require the ideal candidate to manage small groups of students who have been placed in the reflection room and be able to support students with complex needs and those with challenging behaviour. This role may require the candidate to communicate with parents and other agencies in a pupil’s education, being able to communicate in a professional manner is required.

The Reflection Room is a new provision for September 2024 which will operate alongside the new behaviour policy and procedures. Students who are placed in the Reflection Room will likely be students who have engaged in behaviour which challenges the efficient operation of the school or the efficient education of others. Students who access the Reflection Room are required to reflect on their behaviour and complete learning tasks which will support their access to the curriculum. This space is intended to be a focused and restorative environment in which students are able to reflect on their behaviour choices and create action plans and agreed outcomes for their behaviour.

The Reflection Room Assistant Manager has operational oversight over the day-to-day provision of the Reflection Room on their campus, they will be overseen by the Reflection Room Manager who has strategic oversight over the provision. The Reflection Room Assistant must be able to work in a team with the Reflection Room Manager and work towards shared priorities and objectives set by the Senior Leadership Team. The ideal candidate must be able to communicate effectively with the Reflection Room Manager as there may be circumstances when the Reflection Room Assistant will be required to oversee the room on their own. It is therefore essential that they are able to instil the values and principles set out by the Reflection Room Manager and also feel confident to manage students on their own. The role of the Reflection Room Assistant Manager is varied and will be adapted daily depending on the needs of pupils who access the provision. This may include running small groups and 1:1 learning activities and delivering a behaviour-for-learning curriculum. This role is ideal for a candidate who is passionate about supporting students and making a difference to their educational experience and access to learning.

**Main responsibilities:**

* To undertake CPD in behaviour management and therapeutic techniques such as comic strip conversations.
* To provide support to students who are placed in the Reflection Room and oversee their daily provision.
* To be responsible for the organisation of the room including providing appropriate resources each day.
* To communicate key messages and principles linked to whole school behaviour policies and procedures.
* To deliver 1:1 and small group lessons with students who are placed in the Reflection Room.
* To monitor students and report any safeguarding or wellbeing concerns.
* To hold students accountable for their progress in the Reflection Room and maintain high standards for their work.
* To support reintegration plans and restorative conversations between students and staff.
* To oversee the after-school provision for students who are in the Reflection Room.
* To communicate with parents and relevant stakeholders.
* To uphold British Values.
* To work collaboratively with senior staff and the Reflection Room Leader.

**Line Leader**: Reflection Room Manager

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a **‘good’** school. The report stated that at Crestwood “*there is a welcoming, friendly atmosphere”.* They also said that *“teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils’ education.”* In addition, Ofsted report that “*many pupils, staff and parents describe the school as a ‘big family’.* This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

As a school we take staff well being seriously. We offer staff the following:

* wellbeing weeks, with no commitments scheduled after school
* free lunch every day
* free tea and coffee
* half termly cooked breakfasts
* One wellbeing day per year (during term-time), to be taken at their chosen time (after a qualifying period)
* weekly thank you bulletin
* birthday cards
* heads discretionary leaves of absence for family events
* acts of random kindness
* access to mental health first aider

Applications should comprise of a completed Hampshire Support Staff application form, with the names and addresses of two referees and should be returned to the Head Teacher, Mrs Krista Dawkins, by hand, by post or email and must arrive no later than noon on the advertised closing date. Please download details and a Support Staff Application form from the school website [www.crestwood.hants.sch.uk](http://www.crestwood.hants.sch.uk) located under the School Information / Vacancies tab.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing Date: Thursday 11th July

Interviews: Tuesday 16th July

**Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

**Person Specification - Deputy SEMH RP manager**

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| **Area** | **Essential** | **Desirable** |
| Qualifications | * Level 2 (i.e. GCSE grade A\*-C) in Maths and English (or equivalent) | * Qualifications at Level 3 or above * Further study at further and/or higher education in courses relevant to the range of posts available. * Qualifications in SEMH, Trauma and Mental Health |
| Professional Development | * Knowledge of different types of special educational needs. * Evidence of knowledge and skills applicable to the role applied for. * Experience of working with children and young people. | * Aspirations to undertake additional qualifications linked to post if not already held. * Experience of working within a school. |
| Experience | * Knowledge of secondary education. * Knowledge of young people’s attitudes and how to engage them * Ability to use academic or behavioural assessment tools to inform planning. | * Mentoring skills * Delivery of intervention programmes * Planning and delivery of intervention programmes. |
| Knowledge and skills | * Professionally discreet and able to respect confidentiality * Well developed interpersonal skills * Team worker * Trustworthy * Empathy with pupils and sympathetic to their needs * Ability to build positive relationships with staff and students * Ability to stay calm under pressure * Good listening skills and good judgement * Firm but fair * Flexible and a good sense of humour | * Understanding of principles of learning processes and in particular barriers to learning. |