# Job Description: Pillar Reflection Centre Manager

**Contract:** Permanent

**Working Pattern:** 36 hours per week, 39 weeks per year term time

**Salary:** Ark Support Scale 9 point 25 £34,058 pro rata

**Actual salary**: £29,167for term time only

**Start date:** 1 September 2022

**The role:**

* To lead and manage the Academy’s Pillar Reflection Centre (PRC) to provide both a proactive and reactive solution to student underachievement
* To work with and support the Heads of Year in sanctioning poor behaviour and addressing the root causes
* To proactively lead the PRC to support student reintegration with mainstream school
* To facilitate a learning experience which provides students with the opportunity to achieve their individual potential within (and following) attendance in the PRC
* Run proactive behaviour enhancement programmes for students and their family including Stop & Think, Anger Management and Zones of Regulation
* To contribute to raising standards of student attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth
* To oversee parent/carer support programme
* To avoid official exclusions (i.e.excluding within) and allow quality, undisrupted lessons to be the norm
* A clear consequence for not getting it right and something that students do not enjoy as an incentive to get it right

**Responsibilities:**

**PRC Leadership & Management:**

* Maintain a purposeful and calm atmosphere in the PRC room and other learning areas and consistently apply school sanctions and rewards procedures
* Maintain and analyse data pertaining to students in the PRC
* Preparation of work relating to current schemes of work for students in the internal exclusion unit
* Work closely with teaching and other support assistants in delivering personalised learning for identified students
* Set targets for student attainment levels (using prior data provided)
* Provide assessment reports when periodically required within the school’s assessment cycle and additional round robin reports when specifically requested
* Liaise with parents on students’ progress using all school communication protocols
* Work with outside agencies and be prepared to support the running of PSPs etc
* Plan and lead reward visits for students who achieve successful reintegration back to mainstream lessons
* Write annual development plan in collaboration with the pastoral team for both the internal exclusion room and the pastoral team
* Identify and coordinate at risk students into the EC programme
* To track and support students on reintegration back to mainstream lessons

**Parent/Carer Support Programme:**

* To identify opportunities to support parent and carers
* To run parent/carer support programmes in liaison with outside agencies such as care for the family positive parenting programme
* Liaise with and support parents/carers of students in the PRC

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
* Comply with the School’s Safeguarding Policy to ensure the welfare of children and young persons

**Person Specifications**

**Qualification Criteria**

* Educated to degree level (desirable)
* GCSE Maths and English Grade C or above (or equiv)

**Knowledge, Experience and Skills**

* Experience of mentoring students in a behavioural management capacity
* Can demonstrate effective and systematic behaviour management
* Excellent communication, planning and organisational skills

Behaviours

* Promote academy policies and procedures
* Uphold the academy’s behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
* Belief that every student should have access to an excellent education, regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* Compliance with the academy’s Health & Safety policy
* Adhering to the School’s Safeguarding Policy
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement
* Responsibility for own continued professional development

**Safeguarding:**

The post holder must be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to their role within the organisation.  They must also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to their role.  The post holder must ensure that their Line Manager is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

I sign to acknowledge that I have read and understood the requirements of my job.

Post holder signature: ........................................................... Date: ...........................

Line Manager signature: ........................................................ Date: ...........................

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. Appointment will be subject to a satisfactory DBS, references, right to work in the UK, medical & qualification checks.*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*