

Job Description

Academy:	Leeds West Academy
Job Title:	Reflective Learning Centre Coordinator
Grade:	C3 .19- .22 £25,295 - £26,843 pro rata £22,092 - £23,444 TTO plus 10 days, 37 hours per week
Accountable to:	The Director of Reflective and Restorative Practice

Role:

Under the direction of the Director of Reflective and Restorative Practice and in coordination with the wider Personal Development, Behaviour and Attitudes Team, the post holder will contribute to the implementation and management of the Academy's strategic priorities relating to positive student behaviour and attitudes. The post holder will ensure through effective day-to-day coordination of the Reflective Learning Centre, that students who are referred into the provision receive a tailor-made package of support and intervention to meet their individual needs. The post holder will strive to embed restorative and reflective practice as part of the Academy's approach to behaviour management. This will result in a strong ethos of positive behaviour across the Academy. The post holder will liaise with colleagues, parents and external agencies and work closely with all stakeholders to ensure that students are able to successfully reengage in their lessons and wider school life.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies.

Main Duties and Responsibilities:

- Coordinate all referrals in to the RLC; ensuring students are provided with opportunities and / or work to be reflective and restorative, tailored to their individual needs.
- As part of the wider Pastoral Team, facilitate and supervise students referred in to the RLC.
- Ensure students can continue with their learning and make progress whilst spending time in the RLC through communication with subject teachers.
- Manage the day to day operations of the provision including (but not exclusively) coordination of seating plans, facilitating the daily routines and accurate record keeping.
- Support and encourage students to build and repair relationships and take to ownership of their own behaviours.
- Work proactively with the Attendance and Behaviour Teams to share information about student attendance, to minimise absence from the RLC.
- Take responsibility for the promotion and implementation of the Positive Behaviour Policy in the RLC ensuring a consistent approach.
- Support students to overcome personal barriers to achieve academic success and become resilient and aspirational learners.

- Working in close collaboration with each student's Year Manager, design and facilitate each day's programme of reflective and restorative practice, work from curriculum areas and (in some cases) involvement of wider / external agencies.
 - Take responsibility for careful planning of the referral in to the RLC seeks to ensure the student's transition back to timetabled lessons is a success.
 - Promote equality, diversity and inclusion within the RLC.
 - Demonstrate a strong commitment to safeguarding and promoting the welfare of all students. Adhere to the Safeguarding policy and pass on any concerns and accurate record keeping on CPOMS.
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Specific Support for Children and Families:

To assist families in ensuring that their children benefit from the appropriate educational opportunities available to them by applying or participating in a variety of casework techniques including:

Initiating or contributing to

- Solution focussed casework
 - Group work
 - Individual and family support work
 - Parenting skills development
 - Signposting to other services / agencies
 - Mediation to remove barriers to learning
 - Counselling skills focussed on restorative and reflective practice
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Partnership Working:

- Work in partnership with internal teams and external agencies as required to promote good levels of attendance.
- Keep accurate up to date records of support and intervention.
- Working within the WRAT family of Academies, undertake reporting and liaise with other offices to share good practice.

Equal Opportunities:

- To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Other duties:

- To undertake other duties commensurate with the post, at the direction of the Senior Leadership Team.

Additional statutory functions:

- To contribute towards a multi-agency casework as required.

Generic Support Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through The White Rose Academies Trust Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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