

NAME:	
GRADE PROFILE:	Reflection and Restoration Lead (HLTA)
GRADE:	Grade 7 SCP 26 - 31
RESPONSIBLE TO:	SD Assistant Headteacher Inclusion
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	<ol style="list-style-type: none"> 1. Working in collaboration with class teachers/subject leaders and Heads of Year to deliver personalised learning activities for individuals/groups of identified students who are serving periods of internal exclusion 2. To record and monitor progress/attendance of these students 3. To co-ordinate the work, management & development of the Reflection and Restoration Area 4. To support excluded students during their reintegration into mainstream classes and provide in-class support for those students at risk of exclusion
MAIN ACTIVITIES	To liaise with relevant staff to enable internally excluded students to maintain continuity and progression with their learning and reintegration back into the main college body.
	<p>Support for Students</p> <ul style="list-style-type: none"> - To create an ethos of learning and high expectations in achievement building student self-esteem - To support students as part of a planned inclusion programme - To develop positive relationships with students and staff to assist student progress and attainment - To monitor and evaluate student responses to learning activities and plan and prepare effectively to further extend learning opportunities of students in Reflection and Restoration - To take responsibility for implementing agreed systems for student supervision and the management of student behaviour in Reflection and Restoration - To follow up students on reintegration to mainstream - To develop systems in order to establish effective monitoring and recording of progress and achievement on a day to day basis engaging students in self-discipline when working within Reflection and Restoration. - To provide support to students so that learning takes place and to ensure work is returned to class teachers via Head of Year - To administer tests and invigilate examinations when required within Reflection and Restoration - To work effectively and to collaborate effectively with Student Progress Centre colleagues - To liaise with HOY/Attendance/SPCL to enable delivery of appropriate intervention support packages for individual / small groups of students within Reflection and Restoration <p>Support for the Curriculum</p> <ul style="list-style-type: none"> - To deliver learning activities including literacy and numeracy programmes, to students within an agreed system of supervision, adjusting activities in accordance with student needs - To lead learning activities, taking account of students' interests and language and cultural backgrounds - To support the use of ICT in learning activities

Support for the College

- To organise and manage a purposeful, orderly and supportive environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on student progress/achievement
- To utilise own strengths and areas of specialist expertise to advise and support other college staff in specialist areas
- To monitor and develop the collation of data to inform whole college strategy re improving behaviours
- To work within college policies and procedures
- To attend staff training as appropriate
- To take care of your own and other people's health and safety
- To ensure effective communication arrangements
- To be aware of the confidential nature of issues related to home/student/teacher/college work
- To be jointly responsible as a staff team member, for safeguarding and promoting the welfare of children and young people in our college community

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Agreed by:

.....

Date: