



Post Title: Pupil Reflection Mentor

Post Grade/Salary: Grade 6 point 15 - 22
37 hours per week, Term time +5 days

Responsible to: Vice Principal Welfare and Support and Assistant Principal Climate for Learning

Key Purpose: To manage the reflection suite within the inclusion area, undertaking reflective and metacognitive discussions with pupils. Create and monitor the climate for the learning and standards and expectations within the reflection area to facilitate positive learning environment for pupils requiring an alternative learning environment.

The job description outlines the main duties and responsibilities in general terms only and is not intended to be prescriptive.

Main Duties:

To manage the school’s reflection area provision, working closely with the Inclusion lead, Heads of Year and senior leadership team.

To support the daily cohort of pupils requiring reflection and support to impact positively on their interaction with school.

Work closely with staff to provide the materials that pupils may require where working in alternative areas of the school.

Provide mentoring sessions which include reflective and meta-cognitive discussions with pupils in order to positively impact change.

To advise and assist parents and pupils to support positive behaviours , and to provide liaison between pupils, the school and/or parents to secure pupils' positive interaction with school, including assisting in identifying problems of which a pupil's disaffection may be a symptom.

To discuss with pupils and parents, solutions to the barriers to learning they are experiencing, which is adversely affecting their interaction with school.

Contribute to the pastoral network discussions with a view to best informing the school’s understanding of pupil needs so that a coordinate package of support can improve the pupil experience and their engagement with school.

Contribute to supporting pupils through external referrals where necessary and appropriate.



Work with the Vice Principal responsible for Welfare and pastoral care to ensure concerns and barriers outside the remit of the Pupil reflection mentor are referred to an appropriate alternative agencies or school support services to ensure that advice and expertise is available.

In liaison with the school leadership team, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual engagement in school.

Establish and maintain positive and productive relationships with all students, parents/carers, colleagues and other professionals in school and across TCAT.

Operation of Arbor system to monitor engagement in lessons and across a series of lessons.

Provide reports as and when requested by pastoral leads and the leadership team.

Monitor engagement of pupils in the reflection area and contribution to discussions feeding back pupil details to Year Leaders and PD coaches.

Prepare, facilitate and record the outcome of regular reflective discussions and pupil mentoring meetings with the students and their families.

General Duties: Willingness to take part in relevant in-service training. Any other duties commensurate with the post as and when required.