



Ashlawn School
Reflection Room Supervisor

Job Description and Person Specification



Welcome from the Principal

As the Principal of Ashlawn School, I appreciate that anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Reflection Room Supervisor at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting a Reflection Room Supervisor. The Reflection Room Supervisor is responsible for the daily coordination of the school's reflection room. This is a crucial role within the pastoral team, providing a space for students to reflect on their behaviour and develop the skills needed to reintegrate into lessons successfully. The role involves working directly with students, staff, and parents to support the school's behaviour policy and promote a positive learning environment.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the

chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Reflection Room Supervisor
Salary:	NJC12 – NJC17 (Pay Range 7) £28,598.00 to £31,022.00 FTE £14,676.61 to £15,920.61 <i>actual</i>
Contract:	22.2 Hours Term Time plus 5 days (39 paid weeks)
Responsible to:	Key Stage 4 Lead
Key relationships/Liaison with:	Assistant Principal Tutors Mentors Students Parents
Job purpose:	The Reflection Room Supervisor is responsible for the daily coordination of the school's reflection room. This is a crucial role within the pastoral team, providing a space for students to reflect on their behaviour and develop the skills needed to reintegrate into lessons successfully. The role involves working directly with students, staff, and parents to support the school's behaviour policy and promote a positive learning environment.
MAIN ROLE AND RESPONSIBILITIES:	
• Behaviour Management: Maintain a purposeful, orderly, and productive environment within Internal Suspension. Supervise students, set high expectations for behaviour, and ensure a calm and reflective atmosphere. Ensure that the high standards set are replicated when other staff	

are supervising students in the space by having clear defined expectations and routines.

- **Student Support:** Develop and deliver targeted support programs for students with emotional, behavioural, and social difficulties. Act as a positive role model, promoting self-esteem and positive values. Use de-escalation strategies and restorative justice conversations where appropriate.
- **Pastoral and Administrative Duties:** Liaise with the Senior Leadership Team, Key Stage Leads, Heads of Year, and other pastoral staff. Keep accurate records of students in the room, track patterns of referral, and provide reports to senior staff. Communicate with parents/carers regarding student behaviour and progress.
- **Teaching and Learning:** Ensure students placed in the Reflection Room continue their learning by coordinating appropriate work and resources. Monitor their progress and facilitate their successful reintegration back into the classroom.
- **Safeguarding:** Be part of the wider safeguarding team. Completing safeguarding duties as appropriate.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Reflection Room Supervisor
Responsible to: Key Stage 4 Lead

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training		• DSL Training (Level 3)
Experience	• Experience of working with young people, preferably of secondary school age • Experience of managing behaviour effectively, particularly in challenging situations • Experience of resolving problems and handling difficult conversations	• Experience as a Head of Year or Pastoral Leader
Knowledge/Skills (Ability to)	• Excellent communication and interpersonal skills, with the ability to build rapport with students, parents, and staff • Knowledge of strategies for managing challenging behaviour and promoting positive mental health • Ability to work independently and as part of a team, showing initiative • Strong organisational and administrative skills, including the use of IT (e.g., Microsoft Word and Excel) • Knowledge of relevant safeguarding and child protection procedures	• Knowledge of the “Thrive Approach” or trauma informed practice
Personal Qualities	• A calm, patient, and consistent demeanour • A firm but fair approach with high expectations for student behaviour and success. • Commitment to the school's ethos, values, and safeguarding policies	

	• Resilience and the ability to remain calm under pressure	
--	--	--

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Position advertised:	19 November 2025
Closing date:	08 December 2025 (9am)
Final shortlisting:	08 December 2025
Final panel process:	TBC