**JOB DESCRIPTION**

**Post title: ISOLATION ROOM MANAGER**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Post Details: Inclusion Co-ordinator**

**Accountable to:** Assistant Principal, Behaviour

**Grade:** H4

**Salary:** Actual pro rata £16,529.00-17,567.00 p.a.

**Hours:** 37 hours per week, term time only plus INSET

Hours of work: 8am-4pm, Monday to Thursday ,

8a-3.30pm Friday with ½ hour unpaid break each day

**Contract Type:** Permanent

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| **JOB OVERVIEW** |
| * On a day to day basis to supervise and coordinate the Isolation Room and ensure its efficient & effective running * To analyse behavioral data and draw conclusions/make recommendations |

1. **Key roles and responsibilities**

* Manage Isolation Room to ensure there are effective strategies in place for maintaining a purposeful learning environment and promote good behaviour.
* Maintain the Isolation Room so that it is orderly and organised.
* Ensure wall displays are current and appropriate and that the room is correctly equipped.
* Monitor and coordinate ‘reconnection’ meetings between staff and students.
* Ensure that all work is provided from teachers in a timely fashion and that it is a suitable standard.
* Analyse and evaluate behavioural data to make recommendation for improvement to the line manager.
* Plan for and support the quality of student learning and progress in the room.
* Enter data on SIMS and run relevant student reports.
* Share Isolation Room information with all staff via daily email updates .
* Liaise with the Pastoral team to plan suitable interventions for students according to the academy behaviour system.
* Work with relevant teaching/support staff to meet individual needs of students.
* Liaise with families, outside agencies and academy staff where appropriate.
* Arrange/attend meetings as discussed with the Pastoral team, which are designed to support pupils in improving their behaviour.
* Keep relevant records up to date and provide data as required.

1. **Other Duties and Accountabilities:**

* Responsible for liaison with parents, governors, staff, students, members of the general public and external agencies, in a professional and efficient manner.
* To work co-operatively with support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders.
* Attendance at team meetings where relevant.
* To undertake such training as is necessary to operate the academy systems effectively and ensure that academy procedures are adhered to.
* To be aware of and comply with the codes of conduct, regulations and policies of the academy and report all concerns to the Principal and/or relevant member of the Senior Leadership Team.
* To ensure compliance with your responsibilities as laid out in the academy’s Equal Opportunity Policy and take an active role in promoting equality and diversity.
* To work co-operatively and support the academy’s Professional Review System and commit to your own continued professional development.
* To promote the academy's ethos of being ‘Proud to Belong’ and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy.
* To undertake all other reasonable duties as requested by the Principal.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (post holder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (line manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

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| **PERSON SPECIFICATION**  This Person Specification is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. |

**Post title: Isolation Room Manager**

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| **Education, Qualifications and Training** | **Essential** | **Desirable** | **How Identified** |
| 5 GCSE Grades A – C including English and Maths or equivalent |  | ✓ | Application |
| Child Protection training |  | ✓ | Application |
| Training pertaining to the role |  | ✓ | Application |
| First Aid qualification |  | ✓ | Application |

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| **Experience / Knowledge** | **Essential** | **Desirable** | **How Identified** |
| Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour | ✓ |  | Application  Interview |
| Knowledge of the key factors that affect the way students learn | ✓ |  | Application  Interview |
| Knowledge of the key factors that affect the way students behave | ✓ |  | Application  Interview |
| Knowledge of the impact behaviour has on learning | ✓ |  | Application  Interview |
| Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas |  | ✓ | Application  Reference  Interview |

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| **Expertise** | **Essential** | **Desirable** | **How Identified** |
| Experience of working with young people |  | ✓ | Application  Interview |
| Ability to evaluate and monitor students’ responses to learning and modify approach accordingly | ✓ |  | Application  Interview |
| Ability to communicate accurately and effectively both orally and in writing | ✓ |  | Application  Interview |
| Ability to organise own workload and to meet deadlines | ✓ |  | Application  Interview |
| Ability to supervise and support the progress of students in a classroom environment | ✓ |  | Application  Interview |
| Ability to make sensible decisions on own initiative | ✓ |  | Application  Interview |
| IT literate |  | ✓ | Application  Interview |
| Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils’ learning and behaviour |  | ✓ | Application  Interview |
| Knowledge of counselling or mentoring |  | ✓ | Application  Interview |
| Experience of behaviour modification small group work |  | ✓ | Application  Interview |
| Knowledge of one to one or group approaches to working with students |  | ✓ | Application  Interview |

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| **Personal Attributes / Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Enjoy working with young people | ✓ |  | Application  Interview |
| Enthusiastic and always positive | ✓ |  | Application  Interview |
| Solution orientated and resilient | ✓ |  | Application  Interview |
| Practice leadership at all levels | ✓ |  | Application  Interview |
| Use critical thinking, creativity and imagination especially in terms of supporting students to grasp concepts | ✓ |  | Application  Interview |
| Able and willing to scrutinise own practice and to share good practice with others | ✓ |  | Application  Interview |
| High expectation of self and all students | ✓ |  | Application  Interview |
| Flexible approach to people and situations | ✓ |  | Application  Interview |
| Able to work effectively on own initiative and with minimum supervision | ✓ |  | Application  Interview |
| A good sense of humour | ✓ |  | Application  Interview |
| Ability to communicate effectively and have the confidence and skills to establish rapport with young people | ✓ |  | Application  Interview |
| Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism | ✓ |  | Application  Interview |
| Excellent punctuality and professional conduct | ✓ |  | Application  Interview |
| Calm approach to delivering learning | ✓ |  | Application  Interview |
| Determination to improve student understanding | ✓ |  | Application  Interview |
| Ability to respond to challenging situations with control, measured and effective responses | ✓ |  | Application  Interview |
| Commitment to uphold and adhere to academy policies and procedures | ✓ |  | Application  Interview |
| Commitment to uphold the academy's ethos | ✓ |  | Application  Interview |
| Commitment to safeguarding and promoting the welfare of children and young people. | ✓ |  | Application  Interview |
| List 99/DBS Clearance (Enhanced) |  | ✓ | Application |