

The Halley Academy Job Description

Job Title:	Seclusion Room Manager
Responsible to:	Vice Principal – Inclusion and Behaviour Support

Purpose of role: To organise, administer and supervise the Seclusion Room and have a positive impact on student learning. When **not** required in the SC, responsibilities will be to provide support dealing with day to day low level behaviour using Academy procedures. Be a visible presence before the academy day, break and lunchtimes. Support the supervision of students in key areas as needed.

Key Responsibilities: Seclusion Room Manager

- Supervise and monitor students who have fallen below the expectations.
- Ensure academy procedures are adhered to in relation to Seclusion Room referral.
- Record all On call referrals in line with academy procedures.
- Support the Senior Leadership Team (SLT) by co-ordinating and organising suitable work.
- Engage with students of all abilities and ensure the provision of a high standard of work.
- Ensure the Seclusion Room is managed in a professional and responsible manner.
- Report to parents, teachers and member of SLT using the correct resources.
- Use Google products efficiently and create daily reports on students' attitude and work ethic.
- Engage, motivate and encourage students to reflect on their previous poor choices.
- Ensure there is appropriate restorative justice or interventions held for students placed in the Seclusion Room.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained

To successfully fulfil this role, you will need to;

- Have the ability to communicate, relate to and build relationships with students and staff.
- Be persuasive and able to negotiate positive outcomes.
- Be passionate about working with young people.
- Have exceptional communication skills.
- Have excellent organisational, planning, time management and IT skills
- Deal with problem solving issues effectively and efficiently.
- Be proactive and able to make responsible decisions.
- Have good IT skills.
- Be willing to undertake training and development.

Review of Job Description: The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Business Manager.