



## Isolation Manager

GRADE: 5, Point 22-26 (pro rata of FTE 20,661 - £23,398)

CONTRACT: Permanent, 35 hours per week, term time only plus 15 days

REPORTS TO: Assistant Headteacher – Inclusion

The job description below gives an insight into the tasks and responsibilities of the post of Isolation Manager, and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking for our Isolation Manager. We are interested in candidates with the potential to make a substantial contribution to the development of behaviour at St Matthew's RC High School and we are committed to developing, through CPD, the successful candidate.

### Job Description

#### Main Purpose Of The Job:

**To effectively manage the running of the school internal isolation facility, ensuring that each targeted cohort of pupils continue to be able to access their personalised curriculum provision, whilst taking responsibility for the consequences of their behaviour choices.**

#### Main responsibilities, tasks and duties:

To facilitate a controlled, purposeful and supportive learning environment, where pupils can complete personalised curriculum work throughout their day in isolation.

To request and organise appropriate work for pupils in the isolation room.

To calm and diffuse any difficult situations involving pupils.

To manage any instance of challenging and extreme behaviour of individual pupils.

To liaise with parents/carers and relevant staff within school to provide updates on the success of the pupils placement day in isolation, and communicate any next steps / further actions to be followed.

To keep records, analyse data and prepare reports relating to the Isolation room.

To maintain the physical environment of the isolation room, keeping it fully equipped with learning resources for pupils use.

To promote positive behaviour management by modelling and suggesting effective strategies with pupils in class and around school, including during break and lunchtimes.

To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management.

To undertake other activities in accordance with the ethos of our Behaviour Policy.

To provide, for other staff, additional support in behaviour management through observation, shared planning and working alongside where appropriate.

To feedback to key staff in school on a regular basis regarding all aspects of isolation.

### Creativity and Innovation

The post holder will be required to help develop imaginative and innovative responses to help develop behaviour strategies for the isolation room, and for individual pupils.

The post holder will be empowered to think innovatively about how the effectiveness of the isolation room can improved, and supported to put in place strategies, policies and practices.

### Contact and Relationships

Contact with identified pupils.

Contact with Line Manager.

Contact with wider Inclusion team.

Day to day contact with other employees at the school.

Contact with family members of identified pupils.

Involvement with outside agencies.

### Work Demands

The post holder will be asked to carry out a number of tasks each day, and will need to prioritise these tasks to ensure daily routines are consistently followed, and all deadlines are met.

### Working Conditions

Working in a classroom environment, in an access controlled area of the main school building. Working practices will include regular use of a computer.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with the school's Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

## Person Specification

Essential	Desirable	Evidence
Educated to at least A- level. Grade C in English/Mathematics at GCSE.	Educated to degree level, in a relevant qualification.	Application Letter Interview References
Numeracy and Literacy skills to a level necessary to write basic reports and provide data analysis.		Letter References
Efficient user of ICT, ability to use basic application software including Outlook, Excel and Word.	Experience of using school IT systems, specifically IRIS and SIMS	Letter Interview
Recent experience of working with children with behavioural difficulties preferably in a school environment.	3 to 5 years working in a similar role.	Application Letter Interview References
Experience of developing effective strategies to promote positive behaviour.		Application Letter Interview References
Experience of managing challenging and sometimes extreme behaviour of pupils		Letter Interview References
Training in relevant strategies	Behaviour management training, Safeguarding training.	Application
The ability to relate to pupils, staff, parents/carers and other stakeholders in a professional capacity.		Letter Interview References
Ability to work independently, being able to plan and prioritise your own workload.		Letter Interview
The ability to work with outside agencies in the integration and support of pupils.	Experience of working with outside agencies to support pupils in a school environment.	Letter Interview References
To be able to accommodate changes to working arrangements when the role requires it.		Letter Interview References
Commitment to continued personal development.	Evidence of additional training sought out and completed in previous roles.	Letter Interview References
Enthusiastic, Resilient and Hardworking.		Letter Interview References

*St Matthew's RC High School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS disclosure.*