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| **Post:** | Isolation Manager |
| **Responsible to:** | Vice Principal (Behaviour, Safety & SENDCo) |
| **Job Purpose:** | * Under the direction of the Vice Principal for Behaviour & Safety, fully manage the day to day running of the KS3 and KS4 Isolation units, ensuring the highest standards of behaviour at all times. * Rigerously enforce the requirements of the Positive Discipline Behaviour Policy within the isolation unit. * Lead the Isolation Team, including staff who complete work in the Isolation unit on an ad-hoc basis. Ensure total consistency in approach from all staff. |
| **Key Responsibilities:** | * Execute in full the requirements of the Positive Discipline Behaviour policy within the Isolation unit, ensuring that all policies, procedures and protocols are adhered to by all staff and students, in full. * Ensure that all students who enter the Isolation unit at are successful in completing their day(s). * Relentlessly seek to ensure that all targets set by the Principal and Local Governing Body related to Isolation are met. * Provide strong leadership and CPD for staff employed in the Isolation Team and other colleagues in the wider behaviour / inclusion / Attendance Team (as required by the Vice Princiapal / Behaviour Leader). * Support with the collection of work that is available for students to complete whilst in Isolation. Quality assure materials to make sure that they are sufficiently challenging for students to complete. * Support with the collection of work that is available for students to complete whilst excluded to enable consistency and no duplication upon their return. Quality assure materials to make sure that they are sufficiently challenging for students to complete. * Prior to a student entering the Isolation unit, assess their needs and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Discipline policy. * Develop positive relationships with students that help them to initially meet the requirements of Isolation but ultimately lead to a repeat referral not taking place. * Ensure all student records of time in Isolation are kept up to date, and that all relevant information is disseminated to staff. * Support work with external agencies and partners as required. * Support in the creation and maintenacne of the Isolation rota. Ensure that all staff who are part of the rota are sufficently aware of the requirements and policies in place within the Isolation unit. * Supervise students within the Isolation unit as per the agreed Isolation rota. * Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills. * Provide training to colleagues across the Academy as directed by the Principal / Vice Principal (Behaviour & Safety). * Work as a Child Protection Designated Officer (training will be provided if required). |
| **General Duties:** | * Provide the Vice Principal (Behaviour & Safety) and Principal with regular comprehensive updates related to Isolation. * Keep up to date records of all Isolation referrals. * Provide reports to the Senior Leadership Team andGovernors as required. * Provide support to the Behaviour and Attendance Team as required. * Provide support to the Administration Team as required. * Attend key after school events and fully participate in training days. * Attend staff training and briefings as required by the Principal. * Complete AM, Break, Lunch and PM duties as required by the Principal. |
| **Accountability**  **Key Performance Indicators:** | * Accountable for ensuring that Positive Discipline is implemented fully and consistently within the Isolation unit. * Accountable for a reduction in failed isolations that lead to fixed term exclusions taking place. * Accountable for ensuring total consistency in approach whilst in Isolation. * Accountable for ensuring that the Isolation unit operates to an outstanding level and that students are sufficiently challenged whist in the unit. |