

JOB DESCRIPTION

Isolation Coordinator -National C of E Academy

Salary and Hours

Salary: NJC Salary Scale – Grade 4 Scale Points 8-14 (Full Time Equivalent £20,852 - £23,484)
Salary will be pro-rated based on the number of hours and weeks worked per year
i.e. **£17,776 - £20,019**

Hours: 37 hours per week – **TTO**

Daily Direction from: Assistant Head Pastoral and Behaviour

Note: All Support Staff are managed overall by the School Business Manager

Purpose

The post-holder is expected to carry out the professional duties of the Isolation Coordinator as described below, as circumstances may require and in accordance with the Academy's policies under the direction of the Assistant Headteacher for Behaviour.

The Isolation Coordinator will be a member of the Inclusion team, under the leadership of the Assistant Headteacher for Behaviour. In cooperation with their line manager the post-holder will, assist with the implementation of the Academy Behaviour policy, in particular assist with the development and implementation of a strategy to engage students positively and promote appropriate behaviour within the student body, assist under the direction of their line manager the development and implementation of systems to manage behaviour effectively while students are in the isolation room and to work directly with students identified as at risk of not succeeding because of their disruptive/inappropriate behaviour.

In undertaking this job the post-holder will maintain the National Occupational Standards commensurate with their grade

Specific duties and responsibilities

Key responsibilities:

- To coordinate the day to day running of isolation ensuring that students are effectively supervised and that high standards of behaviour are achieved



- Ensure students are aware of the procedures and expectations whilst isolated and when necessary reinforce the reasons for the sanction
- Communicate to staff the daily isolation register
- Ensure all work is effectively distributed to students and then returned to staff pigeon holes at the end of each day
- Responsible for notifying SLT of any issues with work provided, either in quality or quantity
- Communicate set work to students and offer help and guidance as required
- Develop additional programmes of work for students to complete during isolation in liaison with subject leaders so that student learning is maximized
- Provide feedback and encouragement to students in relation to their progress whilst in isolation
- Maintain a calm and positive environment in which students can learn and which is conducive to good behaviour
- Maintain appropriate standards of behaviour in the room in accordance with school policy
- To coordinate and manage administration pertaining to isolation
- Manage the upkeep of the room including signage and ensure that the isolation room is effectively resourced, stocked and maintained. Challenge any signs of damage or vandalism and implement necessary sanction
- Liaise with SLT, HOY and AHOY in regards to isolation
- Record and report on the behaviour and progress of the students in isolation and communicate in a timely way with HOYs / SLT link any further sanctions or reasonable adjustments in keeping with the behaviour policy
- Maintain appropriate records on PARS and report to the relevant staff
- Promote positive values, attitudes and behaviours to students
- Challenge and motivate students to promote and reinforce high levels of self-esteem
- Liaise with parents/carers where deemed appropriate to reinforce behaviour expectations of the school
- Attend meetings specific to isolation and behaviour management strategies and contribute to improving systems and procedures e.g. appropriateness of work set, amendments to procedures, improvements to learning environment and engagement of students
- Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) e.g. On call, in-class behaviour support, student mentoring
- Providing support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential
- Establishing a supportive relationship with students concerned
- Maintaining appropriate professional boundaries in all contacts and support of students and their families
- Maintaining the health, safety, protection and well-being of children and young people throughout the process.



- Ensuring own professional competence remains sufficient to provide effective support to children and young people
- Operating within agreed legal, professional and ethical boundaries when working with children and young people and those involved with them
- Modelling acceptable behaviour, encouraging good social skills and adhering to defined standards.
- Promoting and reinforcing the child's self-esteem
- Developing and maintaining effective and supportive mentoring relationships with children and young people and those engaged with them.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Determining how liaison with families or carers will take place and how the student will be involved.
- Brokering contact with parents to support the student

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions;
- To comply with the School's health and safety policy and undertake risk assessments as appropriate.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



NATIONAL
CHURCH OF ENGLAND
ACADEMY

Minster Trust for Education



Signed: _____

Member of Staff

Date: _____

Signed: _____

School Business Manager

Date: _____