



## **JOB DESCRIPTION**

**Job Title:** Isolation Manager  
**Grade:** SO1 SCP 23-25  
**Reporting to:** Assistant Principal

### **Job Purpose:**

Under the direction of the Assistant 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. Rigorously 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 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 Principal / 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.
- Ensure that suitable work is available in line with the curriculum for students to complete whilst in Isolation.
- Support with the collection of work that is available for students to complete whilst excluded to enable consistency and no duplication upon their return.
- 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 maintenance of the Isolation rota.
- Ensure that all staff who are part of the rota are sufficiently 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 / Assistant Principal (Behaviour & Safety).
- Work as a Child Protection Designated Officer (training will be provided if required).

# GORSE

- Support with the collecting and recording of Isolation data to report to the Assistant Principal on a daily/ weekly / half termly and termly basis.

## **Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification Isolation Manager

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5+ GCSE A* - C (or equivalent) including English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>A degree or higher-level qualification in a relevant subject.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of behaviour modification techniques.</li> <li>Knowledge of the social, emotional and mental health needs of young people.</li> <li>Knowledge of how to de-escalate behaviour incidents.</li> <li>Good ICT skills.</li> <li>A passion for education and making a difference.</li> <li>Excellent communicator.</li> <li>Effective team member.</li> <li>Drive and determination.</li> <li>Ambition.</li> <li>Energy, enthusiasm, sense of humour.</li> <li>Willingness to contribute to the wider life of the Academy.</li> </ul>	<ul style="list-style-type: none"> <li>A good understanding of Positive Discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience working in a secondary school.</li> <li>Experience supporting students to improve behaviours.</li> <li>Experience working within the Behaviour /Inclusion Team of a secondary school.</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting students to overcome personal barriers to academic success.</li> <li>Experience leading a team.</li> <li>Experience working in an Isolation unit.</li> <li>Experience working with a variety of external agencies to support young people.</li> <li>Experience providing training to others.</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of commitment to Continuing Professional Development</li> </ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> </ul>	

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