|  |  |
| --- | --- |
| **Post:** | Isolation Assistant |
| **Responsible to:** | Isolation Leader |
| **Job Purpose:** | * Under the direction of the Isolation Leader, support in the day to day running of the 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. |
| **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. * Support with the collection of work that is available for stduents to complete whilst in Isolation. * Develop positive relationships with students that help them to meet the requirements of Isolation. * 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. * 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. |
| **General Duties:** | * Provide support to the wider inclusion team as required. * Provide support to the Behaviour and Attendance team as required. * Provide support to the Administration Team as required. * 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 ensuring total consistency in approach whilst in Isolation. * Accountable for ensuring that students within isolation are successful. |

The Farnley Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.