



# KING JAMES'S SCHOOL

## JOB DESCRIPTION

**POST TITLE: Isolation Manager**

**GRADE: 8 (SCP 26 – 28)**

### **PURPOSE OF POST**

To manage the Isolation Unit and provide classroom support when needed, ensuring appropriate levels of behaviour are maintained. To be an expert on behaviour management strategies.

### **KEY AREAS**

1. Support to Students
2. Support to Staff
3. Behaviour Improvement Activities
4. Safeguarding
5. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Support to Students**

- 1.1 To provide individual support or activities for students in danger of being disaffected or disengaged, based in the Isolation Unit, during lesson time, break and lunchtime.
- 1.2 To develop and deliver bespoke programmes for individuals and/or small groups of students to address the issues in current behaviour.
- 1.3 To manage challenging and extreme behaviour of individual students.
- 1.4 To calm and diffuse difficult situations involving students.
- 1.5 Organise suitable work for students in the Isolation Unit.
- 1.6 Research and prepare materials and resources where necessary.
- 1.7 Create a supportive learning environment in the Isolation Unit.
- 1.8 To contribute to individual student's plans (Additional Needs Plans, Pastoral Support Plans, IEPs, Personal Education Plans, Behaviour Support Plans etc.).
- 1.9 To maintain contact with and provide support for parents/carers as appropriate.

- 1.10 To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including during break and lunchtimes.
- 1.11 To provide, from time to time, classroom support for targeted students or groups of students.

## **2. Support to Staff**

- 2.1 To maintain dialogue with key people around individual student's needs (teacher, Behaviour Support Workers, Pastoral Leaders, Assistant Principal (Pastoral) education social worker etc.)
- 2.2 Keep records, analyse data and prepare reports relating to the Isolation Unit.
- 2.3 Feedback to key staff in school on a regular basis regarding all aspects of Isolation.
- 2.4 To provide positive models and strategies for dealing with challenging behaviour for other staff.
- 2.5 To provide, for other staff, additional support in behaviour management through observation, shared planning and working alongside.
- 2.6 Prepare materials and resources where necessary.
- 2.7 To help drive the strategy for an effective Isolation Policy at school.

## **3. Behaviour Improvement Activities**

- 3.1 Undertake activities in accordance with the ethos of our Behaviour and Attendance Policy.
- 3.2 To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management.
- 3.3 To undertake selected duties according to the needs of the school.

## **4. Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

## **5. General**

You must carry out your duties with due regard to current School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment

letter, your statement of particulars, induction, ongoing performance development and through School communications.

**Responsible to:** Assistant Principal (Pastoral)  
**Responsible for:** None