

Job Description

Job Title	Internal Isolation Manager
Academy	Queen Katharine Academy
Reports to	Deputy Principal
Line Management of	N/A
Working hours/Weeks	35 hours per week 8.30am – 4.00pm 39 weeks (term time plus 1 week)
Salary / Grade	Pathway 4 Point 14-18
Date last evaluated	February 2023
Core Purpose	To organise effectively the bookings for the Internal Isolation room, ensuring the Internal Isolation logs and records are kept up to date. Ensure students who are booked into Internal Isolation are well supported and managed. To support with interventions to prevent repeated Internal Isolations for students.

<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • To manage students within Internal Isolation ensuring that they are provided with appropriate work and ensuring any work is returned to relevant staff promptly • To ensure SIMs and Internal Isolation logs are kept up to date and that all paperwork is completed • To complete student voice for student accessing Internal Isolation and circulate at the end of the day to Progress Leaders and share with parents as appropriate. • Collate information regarding repeat offenders and share with SLT link • Support in the delivery of Interventions for students accessing Internal Isolation • To ensure SLT link, SENCo and Progress Leaders are kept fully informed of student issues as appropriate • To take full and accurate statements from students and staff as required. Follow up with a restorative justice approach as agreed with Progress Leaders. • To manage behaviour support system, ensuring a prompt response in classrooms. Update logs with outcomes. • Collate and distribute a timetable of subject support rooms for students removed within subject areas. Liaise with Subject Leaders to update half termly. • Ensure behaviour hotspots are supported proactively. <p><u>General Responsibilities:</u></p> <ul style="list-style-type: none"> • Take on any additional responsibilities which might from time to time be reasonably determined. • Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board. • To engage with appropriate training opportunities to promote professional effectiveness in this role. • Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.

- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.
- To promote a flexible approach to meet the changing needs of the Academy.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students and families at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Working to maintain the Academy at the forefront of educational practice.
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation.
- Promote the safeguarding of all students.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE in Maths and English A*-C (or equivalent)	E	A
Knowledge and Understanding		
Understanding of the principle of good customer care practices and how they relate working with students, staff, parents, visitors and other contacts	E	A/I
Knowledge / Experience of completion of formal applications and documentation.	D	A/I
Knowledge of project management and multi-organisation working.	D	A/I
Have practical knowledge of a wide range of the IT packages including Microsoft	E	A/I
Skills and Abilities		
Ability to work collaboratively with staff and independently on tasks	E	A/I
Good command of formal English.	E	A/I
To be resilient and show initiative when faced with challenges	E	I
To show a willingness and interest in developing skills, knowledge and understanding to work effectively with a range of international organisations	E	A/I
Ability to use ICT effectively and appropriately, with high levels of accuracy	E	A/I
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress	E	A/I
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations	E	A/I
Experience		
Working in a fast paced office environment	E	A/I
Working with international / official organisations	D	A/I
Working in a school environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References