**Job Description**

**Job Title: Isolation Supervisor**

**Scale: B3 point 18-21 pro rata**

**Actual starting salary £15,386 - £17,147 for 37 hours per week, term time only plus 5 days** **(subject to a 6 month probationary period)**

**Reporting to: Inclusion Support Manager & Assistant Principal i/c Isolation**

**Job Purpose**

* To ensure that the high standards and expectations of the Isolation provision at The Morley Academy are maintained and built upon.
* To work under the guidance of the Inclusion Support Manager, pastoral colleagues and the Senior Leadership Team to implement strategies to improve the *behaviour*, *wellbeing* and *attendance* of **individual** and **targeted** students.
* To assist in the raising of aspirations and standards for students who have barriers to learning, who are disengaged, isolated or who have been excluded from the Academy.
* To assist the Inclusion Support Manager in collating data and representing information regarding instances of Isolation, trends in reasons for isolation and other information pertaining to capturing behaviour characteristics of students within specific cohorts.

**Main Duties**

* To maintain the excellent systems and working practices in place within the Isolation provision at The Morley Academy and to assist the Inclusion Support Manager in reviewing and developing the systems in place as appropriate.
* To ensure the daily duties connected to the running of Isolation (e.g. organising and collating relevant work for students, organising and collecting lunch for students) are fulfilled in a timely and effective manner and that the ethos of The Morley Academy’s Isolation provision which is in line with that of The GORSE Academies Trust is upheld at all times.
* To ensure the Inclusion Support Manager and relevant members of SLT are fully aware of any issues and concerns surrounding students who are placed in Isolation.
* To liaise with colleagues as appropriate to ensure the work in Isolation given to students is up to date, relevant, appropriately challenging and plentiful.
* To support colleagues in managing students’ behaviour constructively by upholding the Positive Discipline framework (the Positive Discipline policy is available on the website).
* To support the Inclusion Support Manager and SLT as appropriate in establishing early identification and support for students at risk of isolation, exclusion or disengagement from the Academy.
* To use information technology and administration to collate information and maintain records about individual students.
* To ensure that statistics in Isolation are frequently mapped and presented in a variety of forms using database software.
* To continuously track and monitor data to ensure that the correct information is cascaded to the Inclusion Support Manager and year team leaders so that behavioral trends can be easily identified and acted upon.
* To work under the guidance of SLT, pastoral staff members, SEND and the Attendance Officer to assist with the implementation of individual student support plans.
* To ensure that all young people at the Academy are safe from harm, become confident and resilient individuals, have good self-esteem, are able to successfully access education and can progress to their next stage of education or adulthood.
* To support with transition arrangements for students, e.g. students returning from exclusion to Isolation or students re-integrating into lessons.
* To network as appropriate with other colleagues including across the Trust to share ideas and best practice.
* To be committed to improving personal practice through training and performance management.
* To undertake additional duties appropriate to the post as required.

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.