



BENTON PARK SCHOOL

CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY



Job Description

Job Title:	Isolation Manager
School:	Benton Park School
Pay Band:	C3
Responsible to:	Assistant Headteacher
Role:	

To manage the pastoral isolation process, ensuring that its operation is purposeful, safe and supports students' progress. This will include making sure that learners are supported with appropriate learning resources that secure good progress.

To work under the guidance of the Assistant Headteacher and Key Stage Leaders to develop, implement and evaluate agreed behaviour intervention strategies with individual and/or small groups that support a reduction in repeated behaviour issues, support good attendance and improve student outcomes.

To carry out accurate recording, detailed analysis and meaningful reporting of student data, including identification and evaluation of effective intervention strategies and their impact.

Main Duties:

1. To manage the day to day organisation and operation of the school's isolation process, to ensure its safe and effective operation and/or other pastoral areas, as directed.
2. Liaise with the Key Stage Leaders regarding appropriate intervention for individual students and targeted groups.
3. Liaise with the school's Attendance Officer to support the monitoring and evaluation of the impact of strategies to increase the attendance of individuals and learner groups.
4. To liaise with the Attendance Officer and other pastoral staff to produce analysis reports about whole school student attendance and behaviour, and feedback regularly to SLT and Line Managers.
5. To support the restorative process between staff and students, and students and students, if positive relationships have broken down.
6. Liaise with teaching staff to arrange for appropriate learning resources to be available for students to maintain good progress in a timely manner.
7. Work closely with Pastoral Teams to implement, monitor and evaluate effective intervention strategies for identified students and targeted learner groups.
8. To use specialist skills/training/experience to support students' learning.
9. To plan and deliver behaviour intervention programmes, including liaising with external agencies and/or alternative provision as required.
10. To provide pastoral support for students in need of specialist intervention and support.
11. To establish productive working relationships with students, acting as a role model and setting high expectations.

Headteacher: Miss D Martin

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12. To assist with the development and implementation of Individual Risk Assessments, IBPs and intervention programmes.
13. To support the promotion and delivery of literacy and numeracy as required.
14. To promote the inclusion and acceptance of all students across school.
15. To support students accessing pastoral areas with identified additional needs and support the delivery of differentiated strategies responding to their individual needs.
16. To promote learners' independence and resilience, including employing strategies to recognise and reward individual achievement.
17. To provide feedback to students in relation to progress and achievement.
18. To monitor and evaluate student responses to learning activities/intervention.
19. To provide objective and accurate feedback and reports as required to Teachers/Pastoral teams on student achievement, attendance, behaviour, progress and any other relevant matters, ensuring the availability of appropriate and accurate evidence.
20. To be responsible for keeping and updating records as agreed with the Assistant Headteacher/Pastoral Teams, contributing to reviews of systems/records as requested.
21. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
22. To liaise sensitively and effectively with parents/carers, as agreed with the Assistant Headteacher/ Key Stage Leaders, and participate in feedback sessions/meetings with parents to ensure effective communication regarding interventions and behaviour.
23. To administer student assessments as directed.
24. To provide pastoral administrative support, including using a variety of applications and software as directed.
25. To implement agreed learning activities/intervention programmes, adjusting activities according to Student response/needs.
26. To support the safe use of ICT in learning activities and develop students' competence and independence in its safe and appropriate use.
27. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
28. To be aware of and support differences and ensure all students have equal access to opportunities.
29. To contribute to the overall ethos/work/ aims of the school.
30. To establish constructive relationships and communicate with other agencies/professionals and to support the attendance, behaviour, achievement and progress of students.
31. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
32. To recognise own strengths and areas of expertise and use these to advise and support others.
33. To attend and participate in regular meetings, training and other learning activities as required.
34. To supervise students on visits, trips and out of school hours learning activities, as required.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break and after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.

VARIATION IN ROLE

- Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

HEALTH & SAFETY

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths and English GCSE at Grade C or equivalent.	Experience / qualifications in special educational education.
EXPERIENCE	<p>Experience of working with children or young people with complex needs.</p> <p>Experience of complex behaviour management.</p> <p>Experience of developing Individual behaviour plans, risk assessments and health care plans.</p> <p>Experience of using a range of behaviour strategies.</p>	<p>Experience of providing pastoral support to KS3/KS4.</p> <p>Experience of multi-agency working.</p> <p>Experience of analysis and reporting on complex data.</p>
KNOWLEDGE	<p>Understanding of current issues affecting children and young people.</p> <p>Knowledge of Safeguarding legislation and guidance.</p>	Knowledge of current theory and practice in relation to working with children and families with complex needs.
SKILLS	<p>Good organisational skills.</p> <p>Excellent written and verbal communication skills.</p> <p>Able to work effectively as part of a team.</p> <p>Excellent interpersonal skills.</p> <p>Negotiating / influencing skills.</p> <p>Able to use a variety of ICT packages effectively.</p> <p>Able to accurately interpret and analyse data</p>	<p>Can demonstrate a flexible approach to problem solving.</p> <p>Can provide clear examples of staying calm under pressure.</p> <p>Able to manage conflict effectively.</p>

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.