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# WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

**JOB DESCRIPTION –** Seclusion Room Manager

APTEC Scale 9

8.00am – 3.30pm, Monday–Friday.

Term time only

To work under the overall supervision of the Assistant Head in charge of Pastoral Care and be responsible for maintaining a Seclusion Room for students to enable them to reflect on their behaviour/attitude to encourage students to learn from their mistakes. The room will be open 4 days a week, the other day will be for mentoring, monitoring and tracking students

Liaising with:

Heads of Department, Heads of Year, Senior Leadership Team, Learning Support, the Governing Body, external agencies and parents.

**Key responsibilities:**

* To manage and coordinate the day-to-day function and development of the Seclusion Room. The Seclusion Room caters for students who have behaved poorly in class and have disrupted the learning of others; it is used for the purpose of isolation and personal reflection.
* To be responsible for the coordination of programmes of support for students referred to the unit, working with and directly supporting students accessing it.
* To maintain records, undertake daily administration and use the appropriate reporting systems
* To be responsible for the safety and behaviour of students who are placed in the Seclusion Room.
* To assist the Pastoral Team with mentoring of targeted students to support them in engaging with their education
* To ensure students abide by rules (no talking/eating/drinking/silent study, etc)
* To take the register and monitor the attendance and punctuality of students placed in the Seclusion Room and to investigate and report any absence by liaising with the appropriate members of staff.
* To administrate as required and supervise the Seclusion Room and coordinate work from relevant subject areas, including the use of resources designed to support personalised learning and reflection. To ensure that the students have appropriate work to complete during their time in the Seclusion Room.
* To assist with the evaluation to improve administrative systems and procedures of the Seclusion Room.
* Establish and maintain good working relationships with colleagues, students, parents and external contacts.
* In dealing with members of the school’s community, to be mindful, at all times, of the school’s and the Equal Opportunities policies.
* Undertake other duties (commensurate with the level of responsibility) as may be required by the Head Teacher.

**Selection Criteria:**

* The post holder will be the sole supervisor of the Seclusion Room so the ability to work alone is essential.
* Must be able to be a team member.
* Have a flexible approach to all duties undertaken.
* Must be able to prioritise work, act on own initiative and work under pressure.
* Must have good inter-personal, organisational and administrative skills.
* Be willing to attend training courses to enhance development and performance.

Key functions:

Manage:

* The room
* Other staff that may need to supervise during your breaks
* The displays within the room
* The equipment and resources within the room

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised. The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility area have not been detailed. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.