

Job Description

Post Title:	Isolation Manager (Pastoral team)
Location:	Rushcliffe Spencer Academy
Salary/Pay Range:	NJC 15-19
Hours of work:	Full Time (37hrs), Term Time only
Reporting to:	Inclusion Team

Purpose of Role

- To support and encourage the academy ethos, values and goals, policies and procedures by successfully ensuring students uphold the highest standards of behaviour in the Isolation Room.
- Create a learning environment in the isolation room in which students can access the curriculum through the lesson provision in the timetabled programme.
- To support students to reflect on their behaviour choices before returning to the classroom.

Nature and Scope

The isolation room at Rushcliffe is an important part of the Academy. It allows students a quiet space to regulate if their behaviour in a lesson has resulted in removal, where students are expected to complete work silently. It is also used as a space where students may spend a full day as per the Academy's 'Managing Behaviour Positively' policy.

Working as part of an important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

A typical day might look like the table below. This is subject to change, and we hope the successful candidate will show creativity and initiative and would have their own ideas about how registration and period 4 and 5 could be structured across the week.

Registration	P1	P2	Break	P3	Lunch	P4	P5
Mentoring or supporting in one of the school attendance initiatives eg. Breakfast club	Set up the day for students who will be present all day. -Prepare work -Take and send the register	Supervise pupils and time to complete admin tasks -Ensuring appropriate work for students on one lesson visits and updating visit logs		Supervise pupils and time to complete admin tasks -Ensuring appropriate work for students on one lesson visits and updating visit logs		Mentoring -You will have a case load of students whom you will mentor and support through their school journey. Delivering 1-2-1 sessions to support their needs and then tracking their attendance, achievements and behaviour to monitor progress	

Administrative Support

- To support and encourage the academy ethos, values and goals, policies and procedures by successfully ensuring students uphold the highest standards of behaviour in the Isolation Room.
- Create a learning environment in the isolation room in which students can access the curriculum through the lesson provision in the timetabled programme.
- To support students to reflect on their behaviour choices before returning to the classroom.
- Supervise students placed in the isolation room.
- Manage the learning and curriculum for isolated students ensuring good progress is made for each lesson.
- To track in detail, and maintain accurate and appropriate records of student learning, progress and behaviour and share these with appropriate stakeholders when required.
- To communicate with parents/carers following a period of isolation and keep them informed of barriers that might affect progress.
- Promote strategies to encourage and support positive attitudes to behaviour and provide information and advice to enable students to make positive choices about their own behaviour.
- Work in partnership with the wider pastoral team to develop restorative practices in an attempt to improve behaviour and relationships.
- To supervise and work with small groups of students in a classroom environment, Orchard Centre (or other venue), as required
- Ensure students are provided with appropriate work, complete it to a high standard so that high expectations for students learning are maintained.
- Prepare materials to support learning when specific curriculum tasks are not available.
- To contribute as part of a team, to the provision of after-school activities/supervision.
- Work closely with the SENDCO, Pastoral team, Heads of Year, the Attendance Team and teaching staff on the effective management of students in the Isolation Room.
- To ensure that opportunities to celebrate progress, no matter how small, are in place and utilised.
- Undertake appropriate training related to safeguarding and pastoral care and ensure that the pastoral care and safeguarding of students are paramount.
- Contribute and, where appropriate, lead on matters of administration for isolated students.
- To ensure that the resources in the isolation room are maintained
- Work with partner schools to support Rushcliffe students, and students from partner schools.
- Engage actively in support staff development reviews and professional development.
- To undertake supervision duties when required.
- To handle and process information with discretion and confidentiality ensuring that GDPR and Data Protection is adhered to at all times.
- Be an effective role model for the standards expected of students.
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Senior Leadership Team.
- To support the Fire / Evacuation Policy and Procedures by carrying out allocated duties and undertaking the role of Fire Sweeper when required.
- Be an effective role model for the standards expected of students.
- Support duties as required.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working with children / young people	✓	
Previous experience in an educational environment		✓
Experience of working with students		✓
Successful completion of OTAP		✓
NVQ 2 for Teaching Assistants or equivalent qualification and /or experience	✓	
Knowledge and skills		
Ability to build and form good relationships with students, parents/carers and colleagues	✓	
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	✓	
Good standard of numeracy and literacy skills	✓	
Ability to use basic ICT packages and equipment effectively	✓	
Ability to absorb and understand a wide range of information	✓	
Basic understanding of child development and learning principles		✓
Working knowledge of behaviour management strategies		✓
Working knowledge of national curriculum and other basic learning programmes / strategies		✓
Working knowledge of relevant policies and procedures, and awareness of relevant legislation		✓
Understanding of ASD, Dyslexia, Attachment, Anxiety, school refusal		✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	