

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>ISOLATION MANAGER</b>
<b>LOCATION/BASED:</b>	<b>CALLERTON ACADEMY</b>
<b>GRADE:</b>	<b>N6</b>
<b>RESPONSIBLE TO:</b>	<b>PASTORAL MANAGER</b>
<b>CORE PURPOSE:</b>	<b>To create, manage and administer curriculum learning opportunities, including off site learning, for inclusion students</b>

### MAIN DUTIES & KEY RESPONSIBILITIES

1. To participate with colleagues in the identification of students who would benefit from curriculum support, for example disengaged students who may also have attendance, welfare or behaviour problems.
2. To develop a tailored programme, with support from curriculum teachers, to support each student.
3. To be responsible for the delivery of basic skills, functional learning and other appropriate packages in house, leading to accreditation for student learning.
4. To provide personal support for the identified students, establish where their interests and abilities lie and disseminate this information in the form of student's profiles to staff.
5. Responsible for the schools Inclusion Room, involving the delivery of learning packages to the targeted students.
6. Monitoring of inclusion student's progress during periods of mainstream re- integration or during work experience/placements.
7. To keep detailed records of inclusion student's behaviour, attainment and attendance and produce reports for meetings on individual students for their half termly reviews or when requested to by SLT.
8. To establish good working relationships with the families of inclusion students and give them regular telephone reports on their child's progress.
9. To support the Assistant Principal in maintaining current funding for disaffected students and assisting in the application for future funding bids.

10. To support good communications and ensure that accurate information is recorded accordingly to the school systems and that information is shared transparently and in a timely way to appropriate staff.
11. In conjunction with the Principal or Assistant Principal contribute to policies to ensure good behaviour of students within the local community.
12. Contribute to, develop and run courses and workshops for teachers and support staff on behaviour support for individual students.
13. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

# PERSON SPECIFICATION

## POST TITLE: INCLUSION ROOM MANAGER

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent written and oral communication skills	✓	
Excellent numeracy/literacy skills	✓	
Able to persuade, influence and gain co-operation	✓	
Excellent ICT skills and ability to use them effectively to support learning	✓	
Able to use other equipment/technology – projector, whiteboards, photocopier	✓	
Working knowledge of relevant polices and awareness of relevant legislation	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Able to work constructively as part of a team	✓	
Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English	✓	
Understanding of classroom roles and responsibilities		✓
Awareness of relevant legislation relating to child protection		✓
Understanding of principles of child development and learning processes		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
GCSE level qualifications or equivalent in Maths and English	✓	
Appropriate first aid training		✓
Training in relevant learning strategies and specialist knowledge in a particular curriculum area		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Working with children of relevant age in a learning environment	✓	
Experience of Liaising with adults i.e. parents/carers	✓	
Managing pupil behaviour	✓	
Supervising pupils, under an agreed system of supervision	✓	
Selecting and preparing resources for use in classroom		✓
Working with external agencies to secure good outcomes for pupils		✓
Invigilating internal and external examinations, under supervision		✓
Administering, assessing and marking tests		✓
Experience of using Management Information Systems effectively		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Able to relate well to children and adults		
Able to work with minimal supervision		
Able to respond effectively to problems		
Good team worker with a flexible approach to work		
Committed to equal opportunities in all school activities		

Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***