

Job Description

Job Title:	Fixed Term Isolation Room (FTI) Supervisor 1 year fixed
Responsible To:	Associate Assistant Headteacher Behaviour and Pastoral Care
Hours:	Full Time
TLR:	L5
Latest Review Date:	June 2026

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

This post is part of the School's Pastoral Team.

Within that Pastoral Area the teacher will:

- Manage and supervise the Fixed Term Isolation Room (FTI) at Ickniel High School, ensuring a calm, structured and purposeful environment where students complete their learning and reflect on behaviour.
- Support the school's behaviour systems, pastoral provision, and safeguarding responsibilities, contributing to improved outcomes for students and maintaining high expectations across the school.

The post holder will actively support the School's 'Raising Achievement for All' culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

- Raising standards of student achievement within the School.
- Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

Generic Responsibilities

- Supervise students and maintain high standards of behaviour and conduct.
- Apply the school's behaviour policy consistently and fairly.
- De-escalate incidents calmly and professionally.
- Reinforce expectations and support students to re-engage with learning.
- Support students to work independently and remain focused.
- Ensure students engage with learning and complete work set.
- Liaise with teaching staff regarding learning materials and completed work.
- Make reasonable adjustments for students with additional learning needs.
- Monitor and support academic progress.
- Encourage students to reflect on their behaviour and accept responsibility for their actions.
- Conduct restorative conversations and interventions.
- Build positive professional relationships with students.
- Use therapeutic and supportive approaches to identify and address barriers to learning.
- Follow all safeguarding procedures and reporting systems.
- Identify and report safeguarding or welfare concerns promptly.
- Promote the wellbeing and safety of all students.
- Maintain accurate records of attendance, behaviour and interventions.
- Contribute to reports, tracking systems and behaviour logs.

Ickniel High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure & Barring Service.

- Complete administrative duties associated with behaviour and pastoral support.
- Work collaboratively with teaching and support staff.
- Liaise with families and external agencies where appropriate.
- Attend and contribute to meetings relating to student support and behaviour.
- Maintain effective professional communication with colleagues.

Specific Responsibilities

- Oversee the daily operation of the Fixed Term Isolation room (FTI).
- Manage referrals and admissions into the Fixed Term Isolation room (FTI).
- Coordinate timetables for students placed in isolation.
- Inform staff, students and parents of Fixed Term Isolation (FTI) placements.
- Implement and maintain clear entry procedures, seating plans and daily routines.
- Ensure a calm, silent and highly focused working environment at all times.
- Apply and monitor Fixed Term Isolation (FTI) procedures in line with school policy.
- Ensure students complete all work set by subject teachers.
- Ensure work completed in Fixed Term Isolation (FTI) aligns with the curriculum being delivered in lessons.
- Organise and distribute curriculum materials.
- Collect, monitor and return completed work to teaching staff.
- Signpost and facilitate access to Oak National Academy resources where appropriate.
- Support successful reintegration into mainstream lessons following isolation.
- Identify barriers to successful return to lessons.
- Work with pastoral and behaviour teams to establish strategies for improvement.
- Support students at risk of suspension or permanent exclusion.
- Maintain regular communication with the Associate Assistant Headteacher for Behaviour regarding Fixed Term Isolation (FTI) procedures and outcomes.
- Contribute information for behaviour reviews and intervention planning.
- Support follow-up actions arising from behaviour incidents and isolation placements.
- Support the school's inclusive ethos and commitment to keeping students in mainstream education where appropriate.
- Promote the school's "Right to Teach, Right to Learn" culture.
- Contribute to the continuous development and effectiveness of the Fixed Term Isolation (FTI) provision.

Notes

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility.

This job description is subject to review and amendment in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School.

Context

All classroom teachers are role models to students within the school and at all times the values, vision and ethos of the school must be evident in their attitude and behaviour.

In order to promote and achieve the school vision and purpose the teacher should meet the core (C) standards as per the National Professional Standards for Teachers in England from September 2007.

The Job-holder will ensure that Icknield High School's policies are reflected in all aspects of his/her work, in particular those relating to; Equal Opportunities, Health and Safety, Data Protection Act (1984, 1998)

Icknield High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure & Barring Service.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**. A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Person Specification for the role of Assistant Pastoral Leader

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key:

- Essential - without evidence of which the candidate would be declined
- Desirable - useful for the role but not essential, may be used when making decision between two otherwise equally appointable candidates.

	Essential	Desirable	
Qualifications & Experience			
Experience in a pastoral, behaviour or inclusion role.	•		
Experience working with secondary-aged students in a school or youth setting	•		Application Reference Interview
Experience of working with external agencies.		•	Application Reference Interview
Evidence of relevant professional development.		•	Application Reference Interview
Knowledge, Skills and Abilities			
Excellent oral/written communication skills.	•		Application Reference Interview
Excellent presentation skills.		•	Application Reference Interview
An ability to explain and implement a firm, fair, consistent approach to behaviour management.	•		Application Reference Interview
An ability to display a vision for student support beyond day to day routines.	•		Application Reference Interview
Effective, efficient administrative skills including handling data, using SIMS and Lesson Monitor.	•		Application Reference Interview
Knowledge of safeguarding processes in schools.		•	Application Reference Interview
An understanding of factors affecting the achievement of 'groups'.		•	Application Reference Interview
An ability to draw conclusions from data and implement action plans for individual students to address issues arising.	•		Application Reference Interview

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An understanding and knowledge of the wide range of internal and external agency support.		•	Application Reference Interview
Experience supporting SEMH needs or working with vulnerable students.		•	Application Reference Interview
An ability to work as part of the wider Pastoral Team		•	Application Reference Interview
Leadership	Essential	Desirable	
An ability to challenge, support and motivate.	•		Application Reference Interview
An ability to build a positive role model image with students.	•		Application Reference Interview
An ability to develop a presence and authority amongst students	•		Application Reference Interview
Personal Qualities	Essential	Desirable	
Tact, integrity and an ability to inspire confidence in both staff and students.	•		Application Reference Interview
Calm, resilient, and confident under pressure.	•		Application Reference Interview
Ability to prioritise and cope with a demanding work load.	•		Application Reference Interview
Organised, reliable, and able to work independently.	•		Application Reference Interview
High levels of motivation and commitment.	•		Application Reference Interview
Commitment to equal opportunities.	•		Application Reference Interview
Obvious commitment to the education, welfare and inclusion of young people from diverse backgrounds.	•		Application Reference Interview
Equality Issues	Essential	Desirable	
Demonstrable commitment to inclusive teaching and learning.	•		Application Reference Interview Practical
Awareness of the effects of discrimination on students, parents, colleagues and policy	•		Application Reference Interview

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.