



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

**Internal Isolation Supervisor –
part time – 2 days per week**





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	Internal Isolation Supervisor
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	Monday and Friday: 8:30 am – 4:30 pm Term Time plus 1 week Deputy Headteacher - Pastoral
Reporting to	
Salary	£10,007- £10,614 per annum (actual)
Pension	Local Government Pension Scheme



About the Role

As a new member of our busy support at Knole Academy, you can join our Pastoral team and make a difference. This is a new role within the academy to support our students.

Hours of work: Monday and Friday 8:30 am to 4:30 pm; 14.5 hours per week
38 weeks Term time + 1 week

AAT Grade E £29,167 - £30,934 pro-rated to £10,007 - £10,614 per annum (actual salary)

Knole Academy, Sevenoaks, is seeking a dedicated and calm Internal Isolation Supervisor to oversee the day-to-day running of our Internal Isolation Room. The successful candidate will maintain a positive and purposeful environment, support pupils in reflecting on their behaviour, and ensure meaningful learning continues during their time in isolation.

This role requires excellent communication skills, strong behaviour management and the ability to work independently. You will liaise with teaching staff, provide guidance to pupils, maintain accurate behaviour records and support our wider pastoral and safeguarding commitments.

If you are committed to supporting young people, promoting positive behaviour and contributing to our inclusive school ethos, we would be delighted to hear from you.

KEY RESPONSIBILITIES



This role includes:

KEY RESPONSIBILITIES:

- To provide consistent supervision of pupils and ensure a productive safe working environment
- To support pupils to reflect on behaviour and take responsibility for future improvement
- To uphold the Academy's Behaviour Policy and maintain high expectations
- To liaise with teaching staff to obtain suitable work for isolated pupils
- To build positive relationships and provide guidance, direction and feedback
- To organise and supervise after school detentions
- To maintain accurate records, analyse behaviour data and evaluate effectiveness
- To collaborate with Learning Support to ensure needs are appropriately met
- To communicate professionally with staff, parents and external agencies
- To participate in relevant meetings, training and policy development

ADDITIONAL DUTIES:

- To be a First Aider (training will be given if necessary)
- To complete other appropriate duties if the isolation room is not in operation





General Duties

- To ensure the safeguarding of students is a primary concern
- To engage fully in the performance review and professional development process
- To comply with health and safety responsibilities
- To uphold the Academy's commitment to safeguarding, equality and inclusion
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
Experience of working in an educational/teaching support environment

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Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of Arbor (MIS)
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@aletheiastrust.org.uk
01732 749 774

Closing Date:

Friday 3 July 2026: 9:00 am

Interview Date: To be advised

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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