

JOB DESCRIPTION

Job Title	Isolation Manager	Department	Pastoral
Reports To:	Deputy Headteacher	Grade	8
Responsible For:	N/A	Job Type:	Support Staff
Hours	37	Weeks per year	38 weeks
Location	Faringdon Community College		

MAIN PURPOSE AND SCOPE OF THE JOB

As a key member of the school's pastoral team, manage all aspects of the day-to-day running of the Isolation Room, working closely with students, teachers and other school staff. To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals working in the isolation room and monitoring pupils and assessing, recording and reporting on pupils behaviour, achievement, progress and development. Responsible for the management and development of the Isolation Room and/or management of other Isolation Room staff, including allocation and monitoring of work, appraisal and training.

Isolation Room Supervision and Support for Pupils

- To supervise the students who are in the isolation room.
- To provide challenge and motivation to ensure a calm working environment. Support pupils consistently whilst recognizing and responding to their individual needs.
- To apply the appropriate 'Behaviour for Learning' protocols, as part of a consistent approach across the college, as outlined in the college's behaviour policy.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To organise all work for students in the isolation room by liaising with teachers and support staff.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- To ensure that students have access to all the equipment that they will need to work in silence in the isolation room.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3 and make

effective use of opportunities provided by other learning activities to support the development of pupils' skills.

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Provide feedback to pupils in relation to behaviour, progress and achievement.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies
- Provide objective and accurate feedback and reports as required on pupil behaviour, achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within an established discipline policy to anticipate and manage behavior constructively, promoting self control and independence
- 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.
- First Aider

Using software and analysing data

- To use software to analyse behaviour trends and communicate with staff and parents.
- To use databases to analyse and record information about students.
- To run the behaviour tracking system by managing its administration.
- To analyse and record trends in attendance, behaviour and punctuality.

Communication

- To communicate with parents of students in the isolation room through phone calls and electronic message.
- To communicate with parents about both the positive and negative behaviour of students throughout the school using emails, other electronic message and texts.
- To communicate, in a timely manner, with relevant FCC staff to ensure school behaviour policy is followed.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support achievement and

progress of pupils

- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
Experience	
Experience working with children of relevant age in a learning environment.	E
Experience of working with confidential information	D
Good organisation and co-ordination skills	E
Experience of managing behavioural incidents in a learning environment	E

