



Rise up,
take courage,
and do it.

ISOLATION COORDINATOR

Do you currently work as a Teaching Assistant or in a pastoral support role, non-teaching Head of Year, alternative provision support role?

Do you want to work with young people, to support them to grow and develop and overcome barriers to learning?

Are you resilient and enjoy a challenge?

Are you computer literate, with good literacy and numeracy skills?

Are you looking for a permanent role?

Is it important for you to work in a supportive team that are passionate about improving standards and processes?

Do you want to work in a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment?

If so, this could be the ideal role for you. We are located in South Manchester with great transport links.

We are seeking a permanent Isolation Coordinator.

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

You will benefit from:

- Working with young people
- Great working hours
- Flexibility in the school holidays
- Job stability
- Local government pension scheme
- Access to varied training programmes and online training
- Employee Assistance Programme
- Cycle to work scheme
- Access to electrical vehicle charging points with reduced tariffs for staff
- A supportive team and working environment
- A challenging, interesting and varied role

Important Details:

- **Contract:** Permanent, all year round, annualised hours
- **Salary:** Grade 6, Points 21-25 - £30,825 to £33,945 + pay increase pending
- **Working Pattern:** 40 hours a week
- **Pension:** Greater Manchester Pension Fund with employer contributions of up to 19.6%
- **Location:** Parris Wood Road, Didsbury, M20 6BX

Duties of the Isolation Manager:

You will work independently from the isolation area to:

- Be responsible for the efficient and effective running of the isolation area
- Assist students with their learning and management of their behaviour
- Successfully work with disaffected young people

- Have knowledge and understanding of strategies to remove barriers to learning
- Be able to establish relationships with students, colleagues and other professionals
- Have good organisation and time management skills
- Have excellent IT and communication skills
- Experience of working in a school or similar educational setting

The Isolation Coordinator must:

- Have transferrable skills
- Have the ability to work independently
- Have experience of working with and supporting young people
- Be capable of making decisions
- Be self-motivated
- Be able to multi-task
- Be pro-active and highly organised
- Enjoy a challenging, varied and reactive role
- Like working with children
- Ability to ensure school policy is being adhered to in day-to-day practice
- Ability to follow and implement safeguarding regulations (training provided)

Advantages:

- Previous experience in other relevant roles

Are you the Isolation Coordinator we have been searching for?

If so, please get in touch - call the HR team 0161 438 2108, send over your CV, or complete and return an application form to hr@thebarlowrchigh.co.uk

Closing date: Thursday 19th September 2024, 8.00am

Interview: Interview Week Beginning 23rd September 2024

About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In July 2024, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

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The Barlow RC High School
 Parrs Wood Road, Didsbury, Manchester, M20 6BX
www.thebarlowrchigh.co.uk
 0161 445 8053



Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening is required for all successful applicants.

ISOLATION COORDINATOR



JOB DESCRIPTION

GRADE	Grade 6
WORKING PATTERN	Permanent, full-time, all year round, 40 hours per week
RESPONSIBLE TO	Deputy Headteacher

MAIN PURPOSE OF THE ROLE:	<p>To manage the day to day running of isolation, ensuring that pupils are effectively supervised and that high standards of behaviour are achieved in a calm and positive working environment.</p> <p>To promote positive values, attitudes and behaviours to pupils.</p> <p>To work collaboratively with all staff and parents in order to support pupil well-being and to promote the five outcomes of Every Child Matters.</p>
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MAIN DUTIES & RESPONSIBILITIES:	
1.	Ensure pupils are aware of the procedures and expectations whilst isolated and when necessary, reinforce the reasons for the sanction.
2.	Responsible for ensuring there is work provided by staff and ensuring that all work is effectively distributed and collected in at the end of each day and returned to the appropriate curriculum leader.
3.	Responsible for notifying Curriculum Leader of any issues with work provided, either in quality or quantity.
4.	Communicate set work to pupils and offer help and guidance as required, particularly with vulnerable pupils.
5.	Develop additional bank of resources for pupils to complete during isolation in liaison with curriculum leaders so that pupil learning and time is maximised.
6.	Provide feedback and encouragement to pupils in relation to their progress whilst in isolation.
7.	To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between pupils and staff. Complete exit interviews with pupils.
8.	To arrange for resources to support learning and oversee the appropriate use of learning resources and ICT in particular Ed Class.
9.	Manage the upkeep of the area including signage and ensure that the isolation room is neat, tidy, effectively resourced, stocked and maintained.
10.	Record and report on the behaviour and progress of the pupils in isolation and communicate in a timely way with SLT link any further sanctions or reasonable adjustments in keeping with the behaviour policy.
11.	<p>To lead the implementation and development of Class Charts software in the school under the direction of the pastoral Senior Leadership Team by:</p> <ul style="list-style-type: none"> ➤ Ensuring all staff can access and create seating plans ➤ Setting up behaviour types <p>Creating intelligent events to inform relevant staff of information such as N2 awarded and detention given etc.</p>
12.	To liaise with parents/carers where deemed appropriate to reinforce behaviour expectations.
13.	To attend meetings specific to isolation and behaviour management strategies and contribute to improving systems and procedures e.g., appropriateness of work set, amendments to procedures, improvements to learning environment and engagement of pupils.
14.	Support pupil management strategies and policies of the school and undertake additional duties (when no pupil has been referred) e.g., On call, in-class behaviour support, pupil mentoring.

15.	To effectively manage the Isolation budget.
16.	To assist with data gathering and reporting for analysis.
Training:	
16.	To attend school and relevant wider based training sessions as required or necessary.
17.	To participate in the school's performance management process.
General:	
18.	To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
19.	To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
20.	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
21.	To work as part of a team to support colleagues and contribute towards the overall ethos, work and aims of the school.
22.	To uphold the Catholic ethos of the school including attending whole school events.
23.	To develop positive relationships and communicate with other agencies/professionals.

ISOLATION COORDINATOR



PERSON SPECIFICATION

Experience, Training and Qualifications:	Essential/ Desirable
Experience of working with young people in a supportive role	E
Computer literate, with good literacy and numeracy skills	E
Experience of working in a school or similar educational setting	D
Skills and Abilities:	
Ability to successfully work with disaffected young people	E
Ability to assist pupils with their learning and management of their behaviour	E
Strong listening/intervention skills	E
Excellent verbal and written communication skills to ensure effective communication with colleagues, pupils and other professionals	E
Ability to build and form good relationships with pupils, colleagues and other professionals	E
Ability to work independently as well as constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to remain positive under challenging circumstances	E
Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional problems	E
Ability to use IT systems	D
A clear understanding of the factors which lead to education disaffection	E
Knowledge and understanding of strategies to remove barriers to learning	E
Good organisation and time management skills	E
Knowledge of Class Charts or willingness to receive training	D
Personal Qualities:	
Resilience to work under pressure	E
Problem solver with a can-do approach	E
Self-motivated	E
Committed to continuing personal professional development	E
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users	E

Able to maintain issues of confidentiality within the working environment	E
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	E
Personal commitment to continuous self-development	D
Personal commitment to continuous school improvement	D
Personal commitment to the school's professional standards, including dress code as appropriate	E
Willingness to uphold the Catholic Ethos of the school	E
Be willing to consent to apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service) and social media screening	E

The Barlow RC High School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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