



Job Description for Isolation Room Co ordinator Newhouse Academy

Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

Values:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

Integrity – Being honest and doing what is right.

Respect – Being considerate and thinking of others.

Job Title:	Isolation Room Co ordinator
Contract Information:	Permanent contract 32.5 hours per week, term time only, <i>(which includes 3 days of staff training for employees without 5 years continuous service)</i> Working hours 8.15am to 3.15pm with a 30-minute unpaid lunch break
Responsible to:	Deputy Headteacher – Pastoral
Responsible for:	N/A
Terms & Conditions:	NJC Support Staff Terms and Conditions
Salary Range:	Grade 5 points 12 - 18

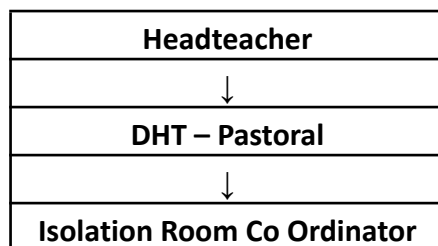
Purpose of the Job:

As Isolation Room Coordinator, you will be responsible for coordinating the implementation and delivery of the academy's Isolation Room as part of the behaviour management system; ultimately contributing to a reduction in the number of students returning to isolation and being excluded from school.

You will work to ensure that high expectations of behaviour and a productive work environment are maintained, maximising the academic and personal achievement of all students whilst they are internally excluded.

You will be supported in this role by a team of people including; behaviour managers, Heads of year and our senior leadership team. Teamwork is important to us and is critical in ensuring you can do the job to the best of your ability.

ORGANISATIONAL CHART



KEY DUTIES AND RESPONSIBILITIES:

The particular responsibilities attached to this post are as follows:

- To manage and be present to support and maintain the day to day running of the Isolation Room, ensuring students are effectively supervised.
- To communicate with parents/carers following a period of isolation and keep them informed of barriers that might affect progress.
- To maintain a calm and positive environment, which is conducive to good behaviour and purposeful learning, contributing to the reduction of suspensions.
- To ensure that all students have a safe environment in which they can learn, following up on any concerns highlighted.
- Challenge any evidence of damage or vandalism and implement the necessary sanction in accordance with school policy.
- To assist in the implementation of the school's Behaviour for Learning Policy so that effective learning can take place.
- Promote strategies to encourage and support positive attitudes to behaviour and provide information and advice to enable students to make positive choices about their own behaviour.
- Work in partnership with the wider pastoral team to develop restorative practices in an attempt to improve behaviour and relationships.
- Ensure students are provided with appropriate work and complete it to a high standard so that high expectations for students learning are maintained.
- Notify Heads of Year and members of SLT of any issues relating to the work provided, either in quantity or quality.
- Work with school staff and external agencies as appropriate, to participate in the comprehensive assessment of students to identify those in need of extra help to overcome barriers to learning.
- Work closely with the SENDCO, Pastoral team, Behaviour Managers, Heads of Year, the Attendance Team and teaching staff on the effective management of students in the Isolation Room.
- Provide feedback and encouragement to students in relation to their progress whilst in the Isolation Room.
- To ensure that opportunities to celebrate progress, no matter how small, are in place and utilised.
- Undertake appropriate training related to safeguarding and pastoral care and ensure that the pastoral care and safeguarding of students are paramount.
- Have detailed knowledge and understanding of the support available to students in the Isolation Room.
- To liaise with the Pastoral Team in analysing and evaluating pastoral data so that appropriate interventions can be made with identified students.

- To attend meetings specific to the Isolation Room and behaviour management strategies and pro-actively contribute to improving systems and procedures.
- Contribute and, where appropriate, lead on matters of administration for isolated students.
- To record and report on the behaviour and conduct in the Isolation Room, maintaining up to date records, using the school's centralised system.
- To ensure that isolation records are kept up to date and monitored to ensure students complete the correct sanction for the correct period of time.
- To ensure that the resources in the isolation room are maintained.
- To support behaviour management strategies and policies of the school and undertake additional duties e.g. on - call / break duties, when there are no student referrals.
- To handle and process information with discretion and confidentiality ensuring that GDPR and Data Protection is adhered to at all times.
- Be an effective role model for the standards expected of students.
- To support the Fire / Evacuation Policy and Procedures by carrying out allocated duties.

Relationships (internal and external):

Internal:

1. Students
2. Teaching and support staff within the school
3. Stakeholders of the school
4. Voluntary helpers

External:

1. Parents/Carers
2. Visitors to the school

Health & Safety

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

General Responsibilities:

- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

PLEASE NOTE:

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / post holders:

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The successful candidate will meet the person specification criteria and consent to an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

Signed	Post holder	Date
Signed	Line Manager	Date