

## JOB DESCRIPTION

<b>Post title</b>	Seclusion Manager	<b>Reporting to</b>	Assistant Principal – Behaviour
<b>Location</b>	West Bromwich Collegiate Academy	<b>Grade</b>	Band E
<b>Contract type</b>	Full time permanent	<b>Hours of work</b>	37 hours per week Term time + 1 week

### Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To supervise the seclusion (isolation area) within school and address the needs of pupils who need particular help to overcome barriers to learning including those with SEND. To challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning, aiming to support all children to successfully reintegrate from the seclusion area to the main academy.

### Duties and Responsibilities

- To assertively manage the seclusion area ensuring high expectations are embedded and young people are supported and challenged
- To oversee the use of the seclusion area within school and ensure that provision meets the needs of students who need particular help to overcome barriers to learning.
- To liaise with the SENDCo to ensure that needs of students with SEND working in the area are met.
- To track and monitor the time individuals spend in the behaviour unit, identify triggers and plan and deliver interventions to reduce the number of further incidents.
- To support the pastoral team where appropriate through clerical administration support e.g., phone calls, dealing with correspondence, compilation of analysis/reporting on behaviour, exclusions and data collection/analysis and ensuring registers are up to date
- To be responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
- To organise training programmes to support other members of the team and establish common strategies for behaviour management to ensure there is consistency within the seclusion area in the event of staff absence
- To have sufficient IT knowledge to ensure that students working in the area are able to access the curriculum being delivered in lessons missed through their computer devices
- To provide support and guidance for pupils in isolation.

- To receive and supervise pupils excluded from, or otherwise not working to a normal timetable during school hours.
- To implement supervision of pupils out of school hours as required.
- To challenge and motivate pupils, promoting and reinforcing self-esteem.
- To provide feedback to pupils in relation to behaviours
- To support students in accessing work set.
- To support pupils to access learning using appropriate strategies and resource
- To encourage students to achieve their targets and full potential, providing additional resources where appropriate (i.e. revision guides, exam techniques etc).
- To update the pastoral lead on a weekly basis of the progress being made with target pupils and provide reports as required.
- To make suggestions where additional interventions may be useful / required for individual pupils and / or groups of pupils to the Head of Pastoral.
- To support students so they remain focused on a task, encourage and support student participation in a positive learning environment.
- To ensure student conduct themselves in line with the school behaviour policy.
- To manage students at break times and lunchtimes.
- To help reduce the incidence of internal and external exclusion.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due

regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.