

## **JOB DESCRIPTION**

### **Isolation and Internal Exclusion Manager**

<b>Job Title:</b>	Isolation and Internal Exclusion Manager
<b>Reporting to:</b>	This post holder reports to the Vice Principal, Behaviour
<b>Reporting Lines:</b>	None
<b>Grade:</b>	Academy Range 08

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role;
- To manage all aspects of the Isolation and Internal Exclusion Rooms with regard to processing students nominated for isolation and internal exclusion to deal with all associated paperwork. To offer some intervention to pupils in Isolation and internal exclusion.
- To promote a community of learners with purpose and passion while modelling the Turner Schools values (Walk the Turner Walk) in all aspects of the role.

#### **Organisational Relationships:**

- a. Day to day work as directed by the Vice Principal, Behaviour
- b. Daily liaison with teaching staff regarding the provision of work, through Google Classroom or documents and materials.
- c. Daily liaison with Pastoral Support Staff regarding the documentation pertaining to students nominated for and in the Isolation and Internal Exclusion Room.

#### **Responsibilities:**

The duties and responsibilities noted below are not exhaustive and will need to be adapted to suit the development and implementation of the Isolation and Internal Exclusion Room.

- a. To take responsibility for all aspects of processing students nominated to attend isolation and internal exclusion including:
  - Completing attendance registers
  - Creating a daily seating plan
  - Managing the behaviour and engagement of pupils in isolation and internal exclusion
  - Ensuring pupils engage in the reflection activity
  - Arranging the provision of work for nominated pupils
  - RAG rating pupils at the end of every period
  - Ensuring the timetable for isolation and internal exclusion is followed, including meals and toilet breaks
  - Liaising with MLT regarding work set
  - Ensuring the safe custody of completed work prior to its return to departments

- Ensuring files relating to isolation and internal exclusion are maintained, accurate and up-to-date
  - To be responsible for the management and organisation of TFS isolation and internal exclusion.
  - To take responsibility for the educational and pastoral provision made for pupils in TFS isolation and internal exclusion.
  - To keep appropriate records and data and liaise with appropriate colleagues concerning the activities of TFS isolation and internal exclusion.
  - To liaise with RSLs over conduct matters
  - To be familiar with the provision mapping of pupils with SEND and to anticipate their needs with regards to learning, behaviour and organisation
  - In liaison with appropriate colleagues, to decide upon the best ways of helping pupils with SEND to access their learning
  - To assist pupils with physical needs where appropriate
  - To help promote independent learning
  - To promote the development of organisational and study skills
  - To help keep pupils on task, to provide positive reinforcement and to build motivation
  - To help build the confidence of all pupils and to enhance their self-esteem
  - To keep appropriate records and to monitor progress of individual pupils
  - To apply the TFS Behaviour Policy where appropriate
  - To complete student behaviour contracts / PSPs at the end of each day
- b. To contribute to the efficient running of the School by contributing to the development of office systems, procedures and practices to meet changing needs and to improve the services provided.
- c. To support, uphold and contribute to the development and implementation of the School's equal rights policies and practices in respect of both employment issues and the delivery of services.
- d. To undertake other duties commensurate with the post, for example:
- Secretarial/word processing functions
  - Maintenance of records and documentation
  - Covering for absent staff
  - General clerical duties such as filing, photocopying etc.

#### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

#### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards the School and the Trust vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

#### **Qualification Criteria:**

- A minimum of GCSE grades 'C' or above in English and Maths

#### **PERSONNEL SPECIFICATION**

##### **Essential:**

Experience of general typing/word processing, reception and general clerical work.

Keyboard skills and able to work with reasonable speed and precision.

High level of personal organisation.

Good communication and interpersonal skills.

Self-motivation.

Ability to work as part of a small team.

Ability to work with a wide range of application software.

Ability to work without supervision.

Ability to relate to students in the 11-18 age range.

Maintain confidentiality in matters relating to the School, staff and pupils.

Prepared to undertake further training as required.

Ability to work hours of the post.

Will not require leave of absence during term time (except for sickness/compassionate).

Must undergo Criminal Records Disclosure check

##### **Desirable:**

Experience of dealing with young adults and children.

Experience of database and spreadsheet applications.

RSA II or equivalent.

Bromcom training and operating experience.

Mental Health training

Restorative conversation training

First Aid qualification.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....