

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post:	School Isolation Room Supervisor
Line Manager:	Deputy Headteacher - Learners
Post Level & Grade:	Kent Scheme KR5 – 33.25 hours per week. Monday to Thursday 8.30 am to 3.45 pm Friday 8.30 am to 3.15 pm

Main (Core) Duties:

This role involves two key elements, supervising the School Isolation Room and providing administrative support for members of the Senior Leadership Team.

The School Isolation Room is utilised where students are unable to work productively in their normal class. They will be brought to the room by the relevant Duty Manager and be expected to work in silence under your supervision.

SLT administrative support will be undertaken whilst students are working and will involve duties as detailed below.

Ensuring an effective School Isolation Room

- Ensuring that the School Isolation Room (SIR) is appropriately organised to accept students, including appropriate spare work to complete if required
- Liaise with teachers on work for students in the SIR
- Accept students from the Duty Manager in line with school expectations
- Ensure students are working in silence and adhering to behaviour expectations, working with the school behaviour protocols where required
- Answering appropriate questions from students as required and supporting work where appropriate
- Recording student attendance in the SIR and work completed
- Liaising with Engagement Support Leaders as required on appropriate future support for students and strategies to ensure students do not need to repeatedly use the facility

Senior Leadership Administrative support

- Provide administrative support to the AHT for inclusion where requested, including maintaining records, writing letters and collating data
- Provide ad-hoc organisational support for additional events as requested, such as award events, parents evenings, professional development and wider school events

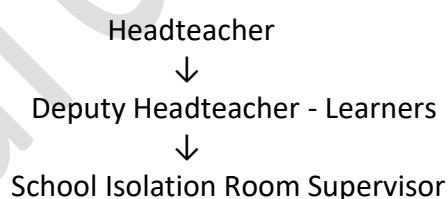
Other duties

- Providing a positive role model for students promoting and supporting positive relationships and behaviour between students and staff.
- Taking responsibility for own professional learning, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
- Promoting the school ethos and activities of the school with students, parents and the community.
- To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Organisation:



Signed (Post Holder): _____ Date: _____

Signed (Line Manager): _____ Date: _____

Person Specification

Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths at a minimum of a Grade C – or equivalent
Experience	<ul style="list-style-type: none"> Working effectively with young people in education or another related area Working in an educational environment or setting Operational experience of administration and office systems
Skills and Abilities	<ul style="list-style-type: none"> Ability to motivate young people by establishing empathetic and supportive relationships Ability to demonstrate a positive and enthusiastic approach Ability to organise and prioritise workload to achieve deadlines Good communication and interpersonal skills Being friendly and welcoming at all times to students, staff, parents and visitors Ability to effectively use ICT and other specialist equipment/resources. Ability to work under pressure and work efficiently to meet deadlines Ability to work effectively in a team but also take initiative and work independently where required Ability to work confidentially Display commitment to the protection and safeguarding of students
Knowledge	<ul style="list-style-type: none"> Knowledge of a range of applications and software commonly used in schools including SIMs Understanding of Child Protection procedures Awareness of Data Protection and confidentiality issues
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> We achieve the best outcomes when all staff work together in a supportive collaborative environment High expectations in all aspects of our work Staff and students can ‘enjoy the journey’ <p>In addition, we expect the following:</p> <ul style="list-style-type: none"> A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students Flexibility to work as required to achieve the best outcomes for students Integrity and professional pride to do the job properly Rigorous, consistent and logical approach to ensuring all procedures and policies are followed Good sense of humour and ability to relate to colleagues, parents and students