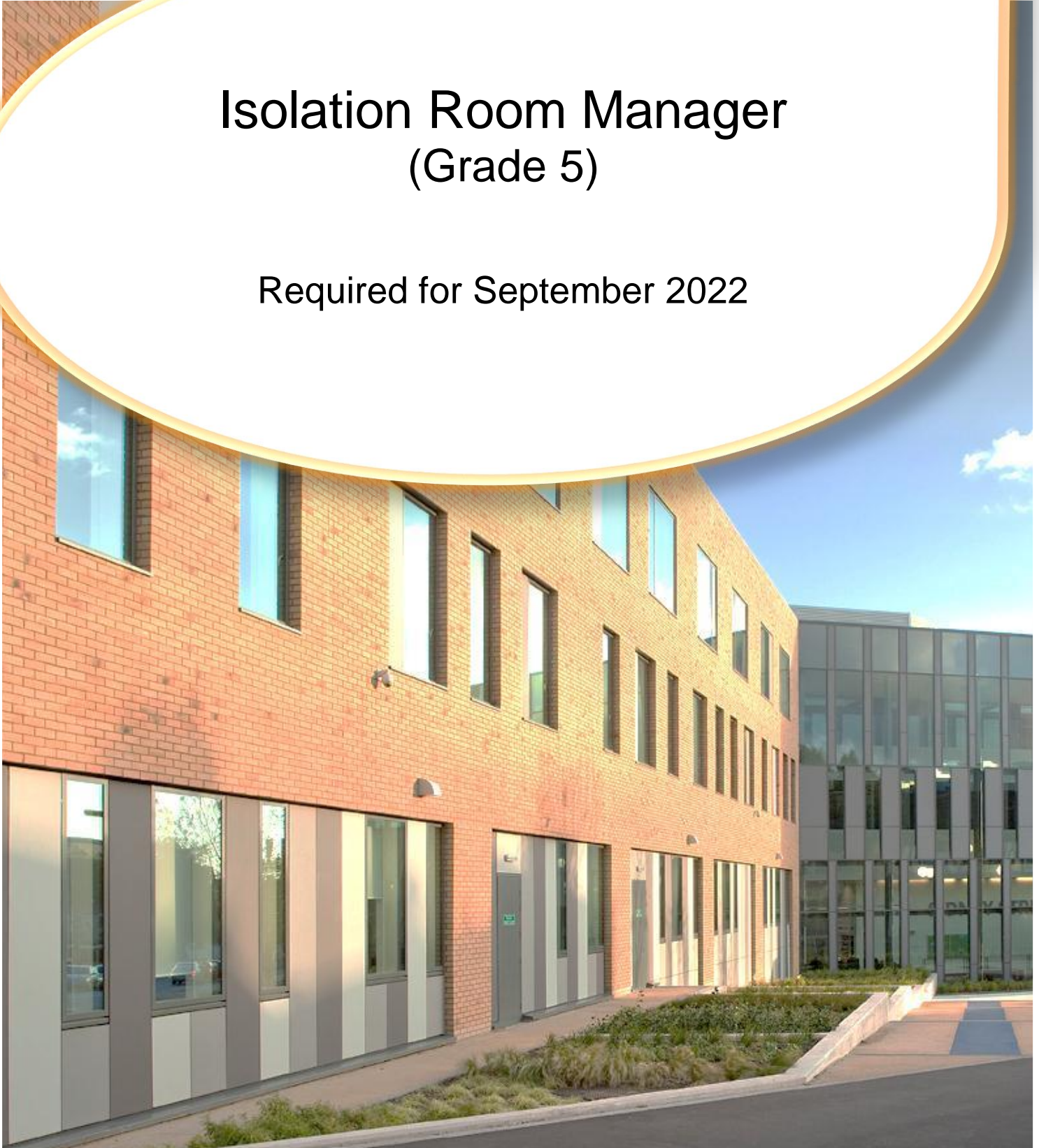


Isolation Room Manager (Grade 5)

Required for September 2022



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the Trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Isolation Room

Our Isolation Room ensures that students who need some time out of lesson to reflect on their behaviour, get that time and that support in a safe space where they can continue to learn.

You will be joining a large and highly-skilled pastoral team, who are fully committed to making sure that our children can learn in a safe and secure environment.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards

JOB DESCRIPTION – Isolation Manager

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Assistant Principal for Conduct and Senior Vice Principal

Scale: Grade 5

Hours: 37 hours per week term time only (+5 days for inset and training).

- **Mon 8.15 - 4.15 (7.5 hrs)**
- **Tues 8.15 - 4.15 (7.5 hrs)**
- **Wed 8.15 - 11.15 (3hrs)**
- **Thurs 8.15 - 4.15 (7.5 hrs)**
- **Fri 8.15 - 4.15 (7.5 hrs)**
- **Sat 8.30 - 12.30 (4 hrs)**

The shorter 3 hr day can be negotiated but four full weekdays plus the Saturday morning is a requirement of the role.

Job Purpose

To support the Academy Behaviour system and policy by:

- Supervising students in the isolation room.
- Supporting the establishment of the isolation room through systems and effective consultation and planning.
- Ensuring high quality communication with staff and parents.
- Supporting the students in striving for personal excellence and following the school values.
- To ensure students have access to their lessons on Google classroom and are completing their work to the best of their ability, in silence.
- To supervise break and lunch times for the students in isolation and ensure they do not cross over with mainstream social times.
- To facilitate or support with restorative conversations, where appropriate, between students and staff.
- To work strategically to reduce the number of students with recurring referrals to isolation.
- To manage Saturday detentions.
- To lead on the administration and staffing of Saturday detentions.

Key Tasks and Responsibilities

- To reinforce the Academy values: Determination, Respect, Integrity, Virtue, and Equality.
- To reinforce the Academy rules around being respectful, safe, and ready.
- To work with Senior leaders in developing an effective system for providing school-based isolation facilities

- To liaise with parents and families when students are in isolation the same day or previous day if possible so that they are aware of the sanction
- Where needed, contact teachers if appropriate work has not been posted on Google Classroom.
- Assist with the planning, review and acquisition of resources for use in the inclusion room
- To ensure that all staff know on a daily basis which students are accessing the room.
- To support AP Conduct and SVP where the room is not needed.
- Create and facilitate a process for monitoring, recording & review the progress of students accessing the room, including repeat attendees.
- Ensure the health, safety and welfare of students is maintained at all times and make reasonable adjustments for those with additional needs.
- Contribute to the overall ethos, aims and work of the Academy.
- Participate in appropriate school-based meetings and training activities.
- To undertake additional administrative duties as required by AP Conduct.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data Protection Guidelines.
- To defuse and de-escalate any poor behaviour in the room.
- To lead restorative conversations with staff and students or between students who are referred to isolation.
- To ensure the smooth running and administration of Saturday detentions.

Other

- To work positively as part of the support staff team.
- To liaise appropriately with relevant professionals such as Heads of Year.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

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Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any 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 jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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 come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder 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.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

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

Job Description Reviewed By: A Ford (June 2022)

Person Specification

Education & Qualifications

- GCSE or equivalent including Maths and English at Grade C or above
- GCE Advanced Level or equivalent qualification
- Evidence of higher-level qualification is also desirable.

Relevant Experience

- Evidence of recent management and organisational experience with people
- Ability to present information to a variety of audiences
- Experience of working with children or young people

Knowledge and Understanding

- Ability or potential to use and interpret data
- Ability to find solutions to complex problems.

Skills

- Ability to relate to teachers, other professionals, parents and pupils
- Ability to work as a member of a team and work on their own initiative
- Excellent IT skills including Microsoft Word & Excel
- Commitment to school improvement and raising achievement for all students
- Ability to remain positive and enthusiastic when working under pressure.

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Excellent attendance and punctuality

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Isolation Room Manager Required Spetember 2022

Grade	5 - £19,500 - £24,385 pa (actual salary)
Working hours	37 hours per week <ul style="list-style-type: none">• Mon 8.15 - 4.15 (7.5 hrs)• Tues 8.15 - 4.15 (7.5 hrs)• Wed 8.15 - 11.15 (3hrs)• Thurs 8.15 - 4.15 (7.5 hrs)• Fri 8.15 - 4.15 (7.5 hrs)• Sat 8.30 - 12.30 (4 hrs) The shorter 3 hr day can be negotiated but four full weekdays plus the Saturday morning is a requirement of the role.
Term time	Plus 5 days (Teacher training days)

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are seeking to appoint an Isolation Room Manager to provide support to the Academy behaviour system by:

- Supporting the young people in reflecting on their behaviour
- Ensuring high quality communication with staff
- Supporting the Pastoral Team with the development of personal excellence for all students.

If you would like further information or to discuss the post in more detail then please contact

Anna Ford: aford.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:
www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to – recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date: Friday 15th July 2022 at 12 noon

Interview date : to be confirmed

We look forward to receiving your completed application form.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.