

Job Description: Seclusion Manager

Salary: NJC Grade C Points 5-7

Responsible to: Assistant Principal: Pastoral Support

Hours: 32.5 hours per week, 39 weeks per year (Mon – Fri 8.15am – 3.30pm) term time only + one week 45 minute unpaid break per day

Main Duties

The following is a guide to the tasks expected. It is not exhaustive:

- Maintain all records associated with seclusions for students
- Communicate clearly to all staff by the start of the day students who are in seclusion
- To ensure attendance of all students who have been awarded seclusion is appropriately logged and chased
- Maintain high expectations of behaviour within the seclusion room
- Consistently and fairly apply the Academy behaviour policy
- Ensure purposeful work is completed by all students in seclusion
- Maintain a clean and orderly environment in the seclusion room, including managing resources
- Perform administration duties associated with Academy detentions
- To liaise effectively with Academy pastoral teams regarding student concerns arising in Seclusion
- To liaise with the Academy SEND team to facilitate effective use of seclusion time for SEND students
- To participate in line management meetings to review and improve provision in Seclusion
- To build professional relationships with students in the Academy
- To build professional relationships with staff in the Academy
- To ensure all Academy and National Safeguarding procedures are adhered to
- To understand the need for confidentiality at all times both within and outside the Academy
- To ensure that the need for confidentiality should not compromise clear lines of communication
- Work in compliance with the regulations and policies of the Academy
- Contribute to the Academy's commitment to equal opportunities

Support for the Academy

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the academy.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance management as required.
7. Assist, where appropriate, with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.

General Duties

1. As and when required to undertake duties in connection with personal hygiene and welfare of students as directed by teaching staff and where necessary escort students home.
2. Be an effective role model for the standards of behaviour expected of students

First Aid

1. To act as an Academy first aider and provide Emergency First Aid as and when required, including on a rota basis
2. To attend First Aid training and keep first aid qualifications up to date
3. To administer first aid to students and staff
4. To accurately record all accidents and first aid incidents on the Academy paperwork

Administration

1. Meet and greet visitors to the Academy, accompanying them to meeting venues
2. Organise catering and hospitality for meetings as and when needed and ensure Academy guests are provided with refreshments
3. The postholder may occasionally be required to drive an Academy minibus to support student trips and visits
4. The postholder must be prepared to work flexibly to meet the needs of the Academy. This will involve occasional evening and weekend work.

COVER FOR OTHER POSTS

- Specific responsibility for deputising for the Attendance Officer/Pastoral Team Support

Person Specification: Pastoral Mentor

Knowledge and Experience	Essential	Desirable
Good general level of education including competence in literacy and numeracy	✓	
Experience of working with young people aged 11-18	✓	
Evidence of working as part of a team	✓	
Knowledge of planning	✓	
Experience in the use of ICT	✓	
First aid qualification or willingness to complete a recognised first aid course	✓	
General competence in the use of equipment and technology e.g. video, photocopier etc.	✓	
Skills and Knowledge Aptitude		
Flexible approach to work as well as good organisational and communication skills.	✓	
Ability to work collaboratively and effectively within a team environment	✓	
The ability to work independently and to show initiative	✓	
The ability to work under pressure, prioritise and meet deadlines	✓	
Awareness of current developments in education	✓	
Understanding of national curriculum, learning programmes/strategies	✓	
Basic understanding of child development and learning	✓	
A friendly, approachable and non-confrontational manner combined with the ability to be firm.	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
Ability to build and maintain successful relationships with students treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	✓	
To capacity to inspire and motivate others – both adults and students	✓	
Ability to use ICT both as a teaching tool and for administrative purposes.	✓	
Clean driving license - to enable occasional minibus driving		✓