

Eastern Learning Alliance Job Description

Post Title	School Isolation Room and Detention Manager
Reporting to:	SLT
Responsible for:	
Salary:	
Location:	The normal place of work will be based at Chesterton Community College
Disclosure Level:	Enhanced DBS

Primary Purpose of the Role

JOB PURPOSE

As the School Isolation Room and Detention Manager, you will be responsible for overseeing both the isolation room for students requiring isolation due to disciplinary reasons, as well as the administration of detentions. Your role is pivotal in maintaining a safe and supportive environment for students while upholding school policies and procedures. This position requires strong organisational skills, effective communication with parents and students, and the ability to provide support to students in various circumstances.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administration of Isolation Room:

- Manage the daily operations of the isolation room, including admitting and releasing students, maintaining accurate records, and ensuring compliance with school policies.
- Monitor isolated students to ensure their safety, well-being, and adherence to isolation protocols.
- Coordinate with school staff to facilitate the transition of isolated students back to their regular activities upon clearance.

Administration of Detentions:

- Supervise the administration of detentions, ensuring that students understand the reason for their detention and the expectations for completion.
- Maintain records of detentions, including student attendance, reasons for detention, and completion status.
- Communicate with teachers and parents regarding student detentions, as needed.

Communication with Parents or Guardians:

- Serve as the primary point of contact for parents or guardians of isolated students and students assigned detention
- Communicate isolation and detention protocols, expectations, and follow-up actions to parents or guardians in a timely and empathetic manner.
- Address parental concerns or inquiries regarding their child's isolation or detention status with professionalism and sensitivity.

High Levels of Organizational Skills

- Maintain accurate and up-to-date records of isolated students and students assigned detention, including attendance, disciplinary actions, and communication logs.
- Coordinate logistical aspects of the isolation room
- Collaborate with school Senior Leadership Team

Student Support:

- Provide support and encouragement to isolated students and students assigned detention, addressing their individual needs and concerns.
- Facilitate academic support for students in isolation or detention, ensuring they have access to assignments, instructional materials, and educational resources.
- Maintain oversight that students are completing work to a high standard.
- Supporting the safeguarding of students and following the processes involved with this.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support differences, and ensure that all pupils have equal access to opportunities to learn and develop;
- Participate in training and other learning activities as required;
- Undertake other similar duties and activities that fall within the grade and role of the post as decided by the SLT team.

Person Specification

Qualifications/ Experience:

- Previous experience working in a school or educational setting
- Strong communication skills, with the ability to interact effectively with students, parents, and school staff.

- High levels of organisational skills and attention to detail, with the ability to multitask and prioritize responsibilities in a fast-paced environment.
- Empathy, patience, and a genuine desire to support the well-being and academic success of students.
- Basic knowledge of first aid and/or a willingness to undertake basic first aid training;
- Understanding of relevant policies and procedures;
- Working knowledge and skills of Information and Communication Technology to support learning - this is highly desirable;
- Ability to encourage students to learn, using pre-set material;
- Ability to undertake varied duties;
- Ability to demonstrate limits of responsibility;
- Ability to work under the direction of different people and as part of a team;
- Good communication skills with people at all levels;
- Ability to gain the respect of students through a manner of confidence and authority;
- Ability to organise own workload in the context of varied tasks;
- Ability to work calmly under pressure;
- Ability to critically evaluate own performance and make any necessary changes to be more effective.

Other Responsibilities

- Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example
- Promote actively and comply with the Trust's and Academy policies and procedures
- Ensure all concerns are reported to an appropriate person
- Participate in the Trust's appraisal scheme

Safeguarding

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified.