



**North East
Learning Trust**

**Seclusion Facilitator
Ashington Academy**
Applicant information pack

Seclusion Facilitator

Required as soon as possible

Grade 2, SCP 4 – 6 (£18,933 - £19,698) actual salary £16,336 - £16,996

37 hours per week, term time plus 5 additional days

Permanent

We are looking for an enthusiastic and committed member of staff to join our team in providing high quality pastoral care, guidance and welfare to our students. A key part of this role is to challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Supervise the behaviour unit/isolation area within school and address the needs of students who need particular help to overcome barriers to learning
- Challenge and motivate students, promoting and reinforcing self-esteem.
- Have highly developed communication, organisational, negotiation and interpersonal skills

Deadline: Noon on Monday 14 March

Shortlisting will take place Tuesday 15 March interviews taking place wc 21 March 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Seclusion Facilitator

Responsible to:

Head of Pastoral

Job purpose:

- To supervise the behaviour unit/isolation areas within school and address the needs of pupils who need particular help to overcome barriers to learning.
- To challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning.

Duties and responsibilities:

- Provide support and guidance for Pupils in isolation
- To receive and supervise pupils excluded from, or otherwise not working to a normal timetable during school hours.
- To implement supervision of pupils out of school hours as required.
- To challenge and motivate pupils, promoting and reinforcing self-esteem.
- To provide feedback to pupils in relation to behaviours
- To support students in accessing work set and ensure students are provided with relevant work.
- To support pupils' access to learning using appropriate strategies, resources.
- To provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters.
- To be responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
- To provide appropriate clerical administration support e.g. phone calls, dealing with correspondence, compilation of analysis/ reporting on behaviour, exclusions and data collection/analysis
- To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To encourage students to achieve their targets and full potential, providing additional resources where appropriate (i.e. revision guides, exam techniques etc).
- To update the pastoral lead on a weekly basis of the progress being made with target pupils and provide reports as required.
- To make suggestions where additional interventions may be useful / required for individual pupils and / or groups of pupils to the Head of Pastoral.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals
- To undertake various duties as may be required by the Headteacher and / or Senior Leadership Team from time to time, for example exam invigilation.
- Supporting students so they remain focused on a task. Encourage and support student participation in a positive learning environment.
- Ensuring student conduct themselves in line with the school behaviour policy.

- Manage students at break times and lunchtimes.
- Ensuring registers are up to date
- To help reduce the incidence of internal and external exclusion

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	Excellent numeracy and literacy skills(at least NVQ 2 Qualification); Participated in training related to various national strategies e.g. literacy and numeracy	Meet the National Standards for HLTAs or equivalent qualification HSW First Aid Certificate or equivalent;
Experience	Working with children of the relevant age Clerical skills Planning effective actions for pupils at risk of underachieving	Supervising small groups of children Counselling Working with children with additional needs Managing other employees
Aptitude and skills	Effective ICT skills and experience of using ICT in a learning environment Ability to use other types of learning technology: • Photocopying • Whiteboards Understanding of codes of practice and recent relevant education; Good understanding of the principles of child development and the learning process Can work as a member of a team, understanding their role in the classroom and associated responsibilities.	ICT Qualification
Personal qualities	Enthusiastic Resilient Good communicator	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.