

Job Description

Job Title	Seclusion Officer
Academy	Thomas Deacon Academy
Reports to	Seclusion Manager
Working Hours & Pattern	23.75 hours per week, 45 weeks (term time plus 1 week)
Salary / Grade	Pathway 4 (points 14-18)
Core Purpose	To support the academy's behaviour policy by managing a calm and focused environment for students who are isolated from mainstream lessons for the day. The post-holder will establish and maintain the expectations of behaviour within the seclusion unit and conduct reflective work with students to support them in making better behavioural choices in the future.

Key Responsibilities	
	<ul style="list-style-type: none"> • To establish and maintain a calm, safe and focused environment in which isolated students can work. • To support the development of students' character in line with the academy's core purpose. • To reinforce with students the academy's expectations of their behaviour. • To support students in reflecting on their words and actions with a view to making better behavioural choices in the future. • To support students to repair damaged relationships with staff and/or other students. • To liaise with relevant staff to ensure that students have access to appropriate work from lessons they are absent from, during that day. • To support students with the completion of that work. • To liaise directly with relevant pastoral staff regarding students' attendance in the Seclusion Unit as well as their conduct during the day. • To keep accurate records of attendance in the Seclusion Unit. • To compile weekly summary reports of the work undertaken in the Seclusion Unit. • To promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy). • To monitor and evaluate Seclusion Room initiatives. • To support other Peterborough academies by providing placements for individual students. • To manage the handover of students from other academies and provide daily updates on their attendance and conduct.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Demonstrate the academy's character values at all times.
- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Minimum Level 2 qualification in Maths and English.	E	A
Knowledge & Understanding		
Practical knowledge of a wide range of IT packages including Microsoft Word, Excel, Outlook.	E	A/I
Knowledge and understanding of the principles of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts both internal and external to the Academy.	E	A/I
Practical knowledge of office procedures including setting up systems, filing, photocopying.	E	A/I
Skills & Abilities		
Ability to defuse situations involving conflict and manage students who may be in an emotive state.	E	A/I
Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands.	E	A/I
Ability to use ICT effectively and appropriately, with high accuracy levels.	E	A/T/I
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up to date with progress.	E	A/I
Ability to deal with callers and deal with staff and students, efficiently, politely, and helpfully.	E	A/I
Ability to communicate appropriately at all levels within the Academy, and with visitors and external organisations.	E	A/I
Ability to build good working relationships with colleagues and to be an active team member.	E	A/I
Ability to adapt to change and the introduction of	D	A/I

new working practices.		
Ability to work without direct supervision.	D	A/I
Experience		
Experience of working in a fast-paced office environment.	E	A/I
Experience of working with young people.	E	A/I
Experience of working in a school environment.	D	A
Personal Commitment To		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References