

**Seclusion Room Supervisor**

At Ark Elvin Academy we are proud of the excellent education we offer each of our pupils. Our team of enthusiastic, high expectations staff have transformed our school and we are just as excited about the next step in our school improvement journey as we work together to deliver the outstanding education our community need and deserve. We are deeply committed to our mission:

*“To ensure that every pupil leaves Elvin confident, articulate, and culturally aware; able to pursue careers they are passionate about, contribute to society and live happy, healthy and fulfilled lives.”*

In our last OFSTED inspection (October 2019) it was recognised that:

**“Pupils, parents and staff all agree that Ark Elvin Academy has improved out of all recognition. Pupils are proud of the school.”**

**“The headteacher and leaders have very high expectations…… Staff want all pupils to succeed in every area of their lives, not just academically.”**

**“The school is a calm, safe and supportive place for pupils. Pupils behave very well in lessons. They get on well with one another and with adults.”**

We are a large non-selective secondary school in the London borough of Brent, with excellent transport links to central London. We are committed to ensuring teachers can focus on teaching and have the opportunity to refine and develop their practice in the classroom and develop their leadership skills, we have:

* twice as many training days as is standard
* weekly professional development for all staff.

In recruiting our Seclusion Room Supervisor, we are seeking the following from applicants:

* Have a minimum GCSE grade C or above in core subjects – English & Maths or comparative experience
* Be effective working with children with emotional and behavioural difficulties.
* Have good organisational skills and efficient working practices
* Have good time-management and the ability to cope with work pressure
* Have the ability to work effectively with and command the confidence of, teaching and support staff.
* Work both independently and as a member of a team
* Have the ability to monitor, track and evaluate behaviour data

You will become part of a close knit professional community of enthusiastic colleagues who benefit from the training, guidance and support from the Ark network, one of the country’s top performing school groups.

We passionately believe in our six pillars and they drive all our thinking and our school improvement at Elvin:

**Strong Discipline**

Calm, purpose, and order are established through the consistency of expectations and explicit teaching of discipline.

**High Quality Teaching**

Teachers are subject experts with an excellent understanding of the intellectual journey they are taking their pupils on and have mastery in effective teaching skills.

**Mastery Curriculum**

Our curriculum design enables pupils to make rapid progress and develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

**Raising aspirations and enrichment**

Pupils understand the opportunities that a school and university education will afford them in terms of careers and quality of life. Pupils develop their passions and interests through an Our extensive enrichment programme.

**Character development**

Pupils develop the characteristics that support their academic achievement, create thoughtful citizens and allow them to make reflective choices over their personal lives.

**Developing leaders**

All members of staff see themselves as leaders within an aligned community of professionals and are systematically trained in best practice. We create high performing teams to drive our school improvement.

Ark Elvin is on an exciting improvement journey – join us and be part of that change.

Interested in finding out more? Please email our HR advisor, Chantel: c.mutongole@arkelvinacademy.org for an initial conversation and to arrange a call with our principal, Rebecca Curtis.

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| **Closing date:** | Thursday 15th September 2022, 12pm |
| **Interviews:** | Application will be considered as they are received, and you may be invited to interview before the closing date |
| **Start date:** | ASAP |
| **Salary:** | Ark Support Staff Scale Band 6, point 8 to 19 - £25,148 - £30,602 pro rata, (Actual salary £23,928.32 - £29,117.80 per annum) |

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check*

**Job description: Seclusion Room Supervisor**

**Reports to:** Assistant Principal

**Start date:** September 2022

**Location:** Ark Elvin Academy

**Contract:** Permanent, Term time, 25 hours per week. (We are looking for two people to cover the 8am to 1pm or 12.30pm to 5.30pm shift Monday to Friday).

**Salary:** Ark Support Staff Scale Band 6, point 8 to 19 - £25,148 - £30,602 pro rata, (Actual salary £23,928.32 - £29,117.80 per annum)

**The Role**

The Seclusion Room at Ark Elvin Academy is an important aspect of our behaviour policy. It is a sanction for pupils who fail to meet the expectations of the Academy as part of our behaviour escalation system.

The postholder, under the direction of the senior leadership team, will supervise the seclusion room at Ark Elvin Academy to ensure that a calm and purposeful learning environment is maintained; liaise with teachers to ensure high quality work is provided and completed by pupils; and provide feedback on the pupils conduct and progress to fellow professionals.

**Key responsibilities**

* To manage the day-to-day running of the Seclusion room to maintain a calm and purposeful environment
* To liaise with colleagues to ensure that every pupil in the room has appropriate quality and quantity of work to do
* To ensure that the work of pupils in the room is monitored and completed to a high standard
* To lead the daily reflection session that supports pupils in the room to reflect on why they received the sanction and what they can do to avoid it in future.
* To support other professionals and parents by giving feedback on the conduct and progress of pupils in the room for review meetings and other purposes.

**Person Specification: Seclusion Room Supervisor**

**Qualification Criteria**

* NVQ3 or equivalent in related field
* Degree level qualification (desirable)
* Good Literacy and numeracy – GCSE Maths and English or equivalent
* Right to work in UK

**Experience**

* A track record of delivering support to children/young people with emotional and behavioural difficulties
* Experience of working effectively with children/young people and their families
* Experience of working in a classroom setting in a paid or voluntary capacity
* Experience of working with pupils with additional needs

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* A friendly and supportive manner, which enables the development of a positive working relationship with a wide range of staff and pupils.
* A desire to help modify pupils’ behaviour so that they can integrate fully with other pupils and maximise their learning opportunities.

**Specific knowledge and skills**

* Excellent communication skills, written and verbal
* Able to develop a range of approaches to assist in engaging with young people and to encourage them to engage with the learning process
* Able to develop positive relationships with targeted pupils, and to empathise with them
* Able to consistently display tact and firmness in a variety of situations
* Able to work on own initiative, make good judgments and lead as required.
* Working knowledge of national curriculum and other relevant learning programmes
* Understands principles of child development and learning processes and in particular, barriers to learning
* Able to plan and deliver effective actions for pupils with emotional behavioural difficulties
* Works constructively as part of a team, understands classroom roles and responsibilities and own position within these and commands the confidence of colleagues

**Other**

* Willingness to undertake training
* A commitment to fostering a learning environment, which is welcoming and motivating for pupils
* The post holder must be committed to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Disclosure and Barring Service check.