



**North East  
Learning Trust**

**Seclusion Facilitator  
Bedlington 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.

### **The successful candidate will:**

- Supervise the 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 Tuesday 9 November**

Shortlisting will take place Wednesday 10 November with interviews taking place week commencing 15 November 2021.

### **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](mailto: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 isolation area 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.
- 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

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## 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: <ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Whiteboards</li> </ul> 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:

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **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.

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