



**North East
Learning Trust**

**Seclusion Manager
Bedlington Academy**
Applicant information pack

Seclusion Manager

Permanent
Required November 2025
Term Time plus 5 additional days
Grade 4 SCP 12 – SCP 17
£28,598 - £31,022 per annum FTE
Actual Salary £25,348 - £27,496 per annum

Bedlington Academy is a part of the North East Learning Trust and is seeking to appoint a Seclusion Manager to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

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

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal
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The successful candidate will:

- Have experience of working with young people
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have highly developed communication, organisational, negotiation and interpersonal skills.

Deadline: Friday 31st October 2025

Interviews taking place week commencing 10th November 2025

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to kelly.saunders@bedlingtonacademy.co.uk or by post to Kelly Saunders, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Seclusion Manager
Responsible to: Deputy Headteacher
Responsible for: Supervising the Isolation Area
Salary Band: Band 4

Job Purpose:

- To supervise the isolation area within school and address the needs of pupils who need 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:

- To oversee the use of the isolation areas within school and ensure that provision meets the needs of students who need particular help to overcome barriers to learning.
- To liaise with the SENDCO to ensure that needs of students with SEND working in the area are met.
- To track and monitor the time individuals spend in the behaviour unit, identify triggers and plan and deliver interventions to reduce the number of further incidents.
- To organise training programmes to support other members of the team and establish common strategies for behaviour management.
- To ensure that students working in the area are able to access the curriculum being delivered in lessons missed.
- To be aware of where extra support in lessons may be required and deploy staff accordingly.
- To play a lead role in reintegration meetings when a student returns from an exclusion and/or placement in isolation to ensure a smooth reintegration.
- To support the Senior Leadership Team to track breaches of uniform and other school rules and follow up with appropriate interventions.
- 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 to access learning using appropriate strategies and resources.
- 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 and ensuring registers are up to date
- 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.
- To help reduce the incidence of internal and external exclusion.
- To undertake first aid duties.

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

Seclusion Manager

	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.	
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 checks are 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.

