



Isolation Manager

Candidate Information September 2026

A message from the Headteacher

Dear Candidate

Thank you for your interest in the role of **Isolation Manager** at our school.

Just over six months ago, I found myself in a position very similar to yours. I was interested in the role of headteacher at Cardinal Newman but naturally wanted to find out as much as I could before making such an important decision. Like many prospective candidates, I looked at the information available publicly, read inspection reports, considered performance data and tried to build as accurate a picture as possible of the school I hoped to join. If you are considering applying for this role, I suspect you may be doing exactly the same thing.

The information that is readily available presents what I would describe as a somewhat mixed picture. Our most recent Ofsted inspection judged the school to be **Good in all areas**, which is something of which we are proud. However, that inspection took place in 2022, and we expect to be inspected again under the new framework this academic year. Likewise, our most recent Diocesan inspection resulted in **Outstanding judgements in two of the three areas inspected**, but again this was in 2022, and we are due a further inspection during the year ahead. You may also notice that our website is looking a little tired. I would completely agree. It is in need of a significant refresh, both in appearance and content, and I can assure you that this is firmly on our improvement agenda this year.

However, since spending considerable time in the school during my preparation period, and since starting my role as headteacher in September, I can say with complete confidence that Cardinal Newman is a wonderful Catholic school and community. The students are a delight – confident, mature, and proud of their school. They are also keen for us to continue to improve as a community.

The other thing that has struck me is the commitment and loyalty of the staff. Staff turnover is remarkably low. The average length of service is approaching ten years and, this September, only one new teacher joined our teaching staff. In a profession where retention is increasingly challenging, I believe that statistic speaks volumes. One of the very first things I did before taking up post was conduct a survey of all staff. I asked two simple questions:

What do you love about working at Cardinal Newman?
What do we need to improve?

The responses were reassuring, honest and incredibly informative. Staff overwhelmingly spoke about the strength of our Catholic ethos, the relationships they enjoy with colleagues, the sense of community that exists throughout the school and the privilege of working with our young people. They also identified an area requiring attention. A very small minority of students were having a disproportionate impact on the climate for learning, and this feedback was not ignored.

Over recent months we have acted decisively, raising expectations, strengthening systems and improving consistency. As a result, we are already seeing a significant improvement in behaviour, culture and the overall climate throughout the school. Staff and visitors have commented on the calm, welcoming atmosphere they experience, and we are determined to build on this momentum.

A message from the Headteacher

At the heart of my vision for the school's continued development is an unwavering commitment to our Catholic ethos. This means promoting inclusion, nurturing positive relationships and celebrating the achievements of our students. Every day, the overwhelming majority of our young people meet our expectations, demonstrate respect for others and make positive contributions to school life. It is important that we continue to recognise and reward these students, creating a culture where success, effort and kindness are celebrated.

Alongside this commitment to positivity, we must also be clear and consistent in maintaining the highest standards of behaviour. For the small minority of students who do not adhere to our expectations, there must be meaningful consequences that reinforce the importance of our simple rules and values. Every student deserves the right to learn in a calm, safe and purposeful environment, and it is our responsibility to ensure that this is protected.

It is for this reason that we are expanding our current internal exclusion provision and creating this new role of **Isolation Manager**. This is a significant appointment and one that will play a vital part in the future development of the school. The successful candidate will be instrumental in helping us uphold the high standards that we will insist upon, whilst supporting students to reflect, learn from their mistakes and make better choices moving forward.

I recognise that this is a unique role and one that will bring challenges. You will spend much of your time working with those students who, for a variety of reasons, do not always get things right. This requires resilience, patience, empathy and an unwavering belief in young people. However, it also presents an incredible opportunity to make a genuine difference. The impact you can have on individual students, on the climate for learning across the school and on our wider culture cannot be overstated.

What I can promise in return is that we will invest heavily in your success. You will receive high levels of support, training and professional development, and you will work as part of a leadership team that understands the importance of this role and is fully committed to helping you thrive. We are ambitious for our staff as well as our students, and there will be opportunities for further development and career progression for the right candidate. If the opportunity to help shape the future of our school excites you, I would be delighted to receive your application.

Should you wish to have an informal conversation about the role, or if you would like to visit the school before applying, we would be delighted to arrange this. Please contact **Michele Walker** mwa@cardinal-newman.co.uk, and we will be happy to arrange a mutually convenient time.

I look forward to meeting prospective candidates and sharing more about our exciting journey ahead.



Simon Atkin
Headteacher
Cardinal Newman RC High School

Governors seek the following appointment for November 2026: Isolation Manager

Full-time, 32.5 hours per week term time only plus 1 week for Inset days. NJC Scale Grade 7, £34,434 to £38,220 (paid pro-rata)

We require a talented and enthusiastic Isolation Manager to join our vibrant, ambitious and caring school. We are looking for an outstanding candidate to lead the school's internal exclusion provision. This is a fantastic opportunity for a highly motivated professional to join a very successful team.

We are looking for an outstanding candidate to lead the school's internal exclusion provision, ensuring a calm, purposeful and supportive environment for students removed from lessons due to behaviour incidents. The successful candidate will promote positive behaviour, and support reflection and restoration. The role will also involve using our MIS and other software to analyse behaviour data, identifying trends and patterns, then production reports to clear communication these findings.

They will be well organised and efficient and have a calm and approachable disposition. This role requires someone who is able to work independently for extended periods, but who is also a committed member of a wider team.

Closing date for receipt of applications: Wednesday 7 October 2026

Please note a current CES application form (version 12) and a Model Rehabilitation of Offender act 1974 must be completed for this post. Forms can be emailed to Mrs Michele Walker mwa@cardinal-newman.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure and online checks.

Job Description

Isolation Manager

Purpose:

- To lead the school's internal exclusion provision, ensuring a calm, purposeful and supportive environment for students removed from lessons due to behaviour incidents.
- To promote positive behaviour, support reflection and restoration. The role will also involve
- To use our MIS and other software to analyse behaviour data, identifying trends and patterns then producing reports to clearly communicate these findings.

Leadership of the Isolation Room

- Manage the day-to-day operation of the school's Isolation Room.
- Maintain high expectations of behaviour, conduct and attitudes to learning.
- Ensure students complete work set by teaching staff.
- Create a calm, productive and well-ordered learning environment.
- Monitor attendance, punctuality and engagement of students placed in isolation.

Student Behaviour and Support

- Support students to reflect on their actions and identify strategies for improvement.
- Conduct restorative conversations and reintegration meetings.
- Build positive relationships with students who require additional behaviour support.
- Deliver mentoring, coaching and behaviour intervention programmes.
- Promote students' emotional wellbeing and resilience.

Collaboration with Staff

- Liaise with classroom teachers to secure appropriate work students,
- Work closely with Heads of Year, SEND staff, the Safeguarding Team and Senior Leaders.
- Contribute to behaviour support plans and intervention strategies.
- Provide feedback to staff regarding student progress

Monitoring and Administration

- Maintain accurate records of behaviour incidents and interventions.
- Produce reports and analyse behaviour data.
- Support school systems relating to behaviour, attendance and inclusion.

Safeguarding

- Safeguard and promote the welfare of children and young people.
- Follow all safeguarding, health and safety, and school policies.
- Report concerns promptly in line with statutory guidance.

Personal Development and Professional Attributes

- Actively engage with the school's CPD and training offer.
- Contribute to the development priorities of the department and the school.
- Regularly review practice, participating in the school's appraisal cycle.

Person Specification

Isolation Manager

	Essential	Desirable	Evidence
Qualifications - GCSE Maths and English Language at grade C/4 or above or equivalent - Relevant Level 3 qualification in Education, Child Development, Youth Work, Social Care or related field. - Safeguarding and Child Protection Training.	✓ ✓	✓	Application Form Application Form Application Form
Interpersonal - Ability to build positive relationships with students and staff. - Ability to remain calm under pressure, with a high level of patience. - Excellent communication skills, both verbal and written, with highly developed interpersonal skills. - Ability to work independently for extended periods, but also a committed member of a wider team. - Willingness to support and contribute to school's Christian ethos	✓ ✓ ✓ ✓ ✓		Application Form/ References/Interview Application Form/ References/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge/Skills/Experience - Experience of managing challenging behaviour effectively, and/or working in a high-pressure, challenging environment. - Problem solving skills with the ability to develop solutions to difficult issues and situations. - Ability to meet deadlines and also deal with conflicting demands and unexpected interruptions. - Strong organisational and record-keeping skills. - Commitment to safeguarding and inclusion. - Good level of IT skills and the ability to quickly learn how to use new software. - Experience of working with young people aged 11-18. - Experience of working in a secondary school - Behaviour management, mentoring or youth work qualifications. - Understanding of SEND and SEMH needs. - Experience using MIS systems such as Arbor, Bromcom or Class Charts (we are an Arbor school).	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

The extra curricular
life of our school is
flourishing with
a wide **variety**
of **enrichment**
opportunities

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Michele Walker
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