



Archbishop Temple
Church of England High School

Application Pack for Internal Isolation Room Manager

Grade 5

£31,537 - £34,434,

actual pro rata salary (£26,314 - £29,643)

Required from
1st September 2026

Faith ■ Nurture ■ Service



Dear Applicant,

Thank you for your interest in the role of **Internal Isolation Manager** at Archbishop Temple Church of England High School. We have a very distinctive ethos; our motto of “May we shine God’s light through faith + nurture + service” is central to our work, as we aim to keep God at the centre of all we do.



The school was last inspected by Ofsted in January 2025 and was deemed to be ‘Good’ in all four areas of the inspection process. The report reads that ‘pupils are proud to attend this school. They typically live up to the school’s values of respecting others and serving the community’ and ‘the school has high expectations of pupils’ achievement. The ambitious curriculum helps most pupils to achieve well. The work pupils produce in some subjects is of high quality. This reflects the positive commitment that most pupils have to their learning’.



We are always oversubscribed in Year 7. This year 600+ pupils applied for one of our 210 places. Working at Archbishop Temple Church of England High School represents an exciting opportunity to work in a school which has huge potential. Our staff are incredibly dedicated and supportive, and our pupils are a high achieving group of very positive and enthusiastic young people.



I hope that the information available inspires you to consider applying for this post. Please complete the application form, which is available from our website, and include a letter (of no more than two sides of A4 in Calibri font size 11) explaining your suitability for the post. Electronic applications are fully acceptable, and these should be emailed to head@archbishoptemple.com marked for the attention of Miss M Holden, my PA.



The closing date for applications is Monday 8th June 2026 (midday) and interviews are planned for Monday 22nd June 2026. Candidates called for interview will be contacted by phone in the first instance with detailed information following by email. For further information on our school and context please visit our website – www.archbishoptemple.com.



At Archbishop Temple Church of England High School, we take safeguarding very seriously and consequently the successful candidate will be required to complete a DBS enhanced check. Please do not include a CV with your application as it will be disregarded for safeguarding purposes.



I hope you will consider joining our team and I look forward to receiving your application.



Yours sincerely

Mr Ivan Catlow
Headteacher



Introduction

Established in 1964, Archbishop Temple Church of England High School is a voluntary-aided Church of England secondary school located in the affluent suburb of Fulwood, north of Preston. Currently, the school serves 885 pupils (growing to 1050 by 2029) aged 11–16 and is committed to providing an outstanding education rooted in Christian values.

Senior Leadership Team

- **Headteacher:** Ivan Catlow
- **Deputy Headteacher:** Lindsey Dudaniec
- **Senior Assistant Headteacher:** Jennifer Wozniak-Rush
- **Assistant Headteachers:** Jessica Banner, Ian Baybutt, Melanie Shaw, Kelcy Smith
- **School Business Manager:** Julie Childs

A Church of England School

As a Church of England school, we uphold Christian values and expect all staff to support our ethos, regardless of personal faith. Our mission is to serve the local community by providing an outstanding education to children of all faiths and none. This is expressed through regular acts of worship and a culture that values and cares for every member of our community.



Curriculum

Our curriculum is designed to meet the needs of all pupils by offering a breadth of educational opportunities. In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE, and PE. Additionally, pupils select courses from a wide range of GCSE options, including the EBacc suite of qualifications. The curriculum is delivered through five 58-minute periods per day, organised on a two-week timetable.

GCSE Results Success

We are proud of our pupils' achievements in their GCSEs. In 2025, 82% of our pupils achieved five good GCSEs, including English and mathematics, placing us among the highest-performing schools in Lancashire. Our Attainment 8 score was 55.56, and our Progress 8 score was 0.3, indicating that pupils made better-than-average progress compared to their peers nationally. Notably, 89.6% of pupils achieved a grade 4 or higher in English Language and Literature, and 87.7% achieved a grade 4 or higher in mathematics.



These results reflect our commitment to academic excellence and the hard work of our pupils and staff.

Ofsted Inspection 2025

In January 2025, the school underwent an Ofsted inspection and received the following ratings:

- **Quality of Education:** Good
- **Behaviour and Attitudes:** Good
- **Personal Development:** Good
- **Leadership and Management:** Good

Pastoral Care and Academic Guidance

Heads of Year and form tutors are responsible for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day for a programme of activities designed to promote pupils' social and learning skills, support literacy, and enable tutors to get to know each pupil as an individual.

Home-School Links

We aim to develop strong links between home and school. Parents receive Weekly News publications and are provided with regular communications about developments in school. In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with awards evenings to celebrate the success of pupils at different Key Stages.

Special Educational Needs and Disabilities (SEND)

At Archbishop Temple Church of England High School, we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area; teaching assistants offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Extra-Curricular Activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include dance, science, cookery, film club, eco club, IT, and many others. There are also excellent opportunities for pupils to begin or continue instrumental tuition and participate in the annual school musical production. Educational visits and exchanges are also part of our annual programme.

School Uniform

Pupils are expected to dress appropriately for a learning environment. School uniform is compulsory for all pupils.



Archbishop Temple Active in the Community

Pupils at Archbishop Temple Church of England High School are encouraged to learn from the expertise, experience, and information available within the local community. The school, in return, aims to provide a significant contribution to the community through the high-quality education, guidance, and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Archbishop Temple Church of England High School is active in its support of charities, and each year we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

Our Local Area

Despite being a university city and home to 135,000 people, over two-thirds of Preston is classed as a rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Preston is frequently quoted in national studies as a city that has got things right in terms of town planning and infrastructure development. Preston benefits from excellent rail and road links; indeed, the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast, and Morecambe Bay are within 30 minutes' drive. The Lake District is 40 minutes away. Liverpool and Manchester are less than 1 hour away. London is 2 hours away by train, with Preston being a mainline west coast station, giving easy access to Scotland.



Pastoral Team

Deputy Headteacher
Assistant Headteacher for KS3
Assistant Headteacher for KS4

Head of Year 7
Head of Year 8
Head of Year 9
Head of Year 10
Head of Year 11

Behaviour Manager
Internal Isolation Manager*
Pastoral Mentor
Pastoral Mentor*
Family Support
Attendance Officer

Mrs L Dudaniec
Mrs K Smith
Mrs J Banner

Mrs R Parkinson
Vacancy
Miss E Keel
Mr J Johnson
Miss S Porter

Mr T Haslam
Advertised Vacancy
Mr A Davies
Advertised Vacancy
Mrs D Martin
Mr C Houldgreaves

*** New role vacancy due to school expansion**

Job Description



Role Overview

We are looking for an Internal Isolation Manager to join our passionate and inclusive pastoral team. You will work closely with pupils facing social, emotional, or behavioural challenges, helping them to overcome barriers to learning and fully engage with school life. This is a rewarding role where you will make a real difference to the wellbeing, development, and life chances of young people.

The Internal Isolation Room Manager is responsible for overseeing the school's internal Isolation provision, ensuring that pupils who are temporarily removed from mainstream lessons are supported effectively in both their behaviour and learning. The role focuses on maintaining high expectations, promoting positive choices, and enabling pupils to reintegrate successfully into lessons.

Contract	Term time only
Working Time	37 hours per week 8am to 4pm Full-time / Term Time Only (190 days + INSET)
Salary	Grade 5 £31,537 - £34,434, actual pro rata salary (£26,314 - £29,643)
Reporting to	The Behaviour Manager
Safeguarding	Enhanced DBS clearance required

Key Responsibilities

- Approximately 75% of your time will be spent in the Isolation Room, supervising pupils, monitoring behaviour, tracking and recording pupil's data to support intervention, creating Individual Behaviour Plans (IBPs) and supporting Heads of Year with pupil referrals.
- Approximately 25% will be supporting pupils pastorally away from the Isolation Room

Leadership of the Isolation Room

- Manage the day-to-day running of the Isolation room, ensuring a calm, purposeful and structured environment
- Establish clear routines and expectations that support positive behaviour and independent learning
- Ensure all pupils understand the purpose of the provision and what is required of them
- Provide guidance and encouragement to help pupils remain focused on their work

- Support pupils in completing set work and developing strategies to improve their behaviour
- Monitor pupils' progress during their time in the provision and contribute to reintegration plans
- Liaise with pupils to ensure work is passed on and marked to ensure pupils know the value of their work

Behaviour and Pastoral Collaboration

- Work closely with SLT, The Behaviour Manager, Heads of Year, wider pastoral teams and subject teachers to ensure consistency in behaviour management
- Communicate effectively with teaching staff regarding pupils' academic engagement
- Contribute to strategies that support individual pupils with ongoing behavioural needs

Data, Reporting and Administration

- Maintain accurate records of pupil attendance, behaviour incidents and outcomes within the Isolation room
- Analyse patterns and contribute to reports for senior leaders
- Use school systems to log interventions and ***track impact***

Resources and Environment

- Ensure the Isolation room is well organised, appropriately resourced and conducive to learning
- Identify opportunities to enhance resources and support materials

General Responsibilities

- Partnerships with Parents and External Services when appropriate and needed
- Liaise with parents/carers where appropriate regarding pupil progress and expectations
- Work with wider support teams (e.g. safeguarding, SEND, external agencies) to ensure coordinated support
- Model high standards of professionalism, conduct and communication at all times
- Contribute positively to the ethos and Christian values of the school
- Engage in relevant training and development opportunities
- Adhere to all school policies, with particular attention to safeguarding, confidentiality, health and safety, and data protection
- Support the wider life of the school, including events and activities where appropriate and possible
- Undertake additional duties commensurate with the role as directed by the Headteacher

Person Specification



	Essential/ Desirable	Application/ Interview
Qualifications		
5 x A*-C (4-9) grade in GCSE English and Maths	E	A
Further education qualifications or relevant training	E	A
First Aid at work certificate (desirable)	D	A
Experience and knowledge		
Experience of working with children in an educational setting	E	A/I
An understanding of a children's development and learning needs	E	A/I
Experience of working in a team and individual working	E	A/I
Assessing pupils' needs and tailoring solutions to meet them	E	A/I
Managing pupil behaviour	E	A/I
Supporting pupil learning	E	A/I
Skills and Abilities		
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these	E	A/I
Interpersonal & communication skills to build and maintain effective relationships with all pupils and colleagues and to be able to liaise sensitively with parents and carers	E	A/I
To work with children at all levels regardless of specific individual need and to identify learning styles as appropriate	E	A/I
To promote a positive ethos and good role model	E	A/I
Self-reliance, resourcefulness and the ability to work on own initiative.	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Experience of using ICT to support completion of work tasks	E	A/I
Work circumstances		
Able to work flexibly as the workload demands	E	A/I
Occasional out of hours working to support school events/trips	E	A/I
A genuine enthusiasm for making a real contribution towards the on-going success of Archbishop Temple High School		A/I

Who We Are Looking For

We welcome applications from candidates of all backgrounds and identities. We value lived experience, cultural awareness, and a strong commitment to inclusion and anti-discriminatory practice.

You will be someone who:

- Is passionate about working with young people and helping them to flourish.
- Understands the importance of equity and the impact of disadvantage, and trauma on young people's lives.
- Can build trust and positive relationships with pupils, families and colleagues.
- *Is committed to upholding our school's Christian ethos and values in a way that is inclusive of all faiths and none.*

We are particularly interested in candidates who reflect the diversity of our school community and bring perspectives, insights or skills that enhance our commitment to justice and inclusion.

What We Offer

- A caring and inclusive working environment where every voice is valued.
- Ongoing professional development and pastoral training.
- A meaningful role supporting the most vulnerable pupils.
- A school community grounded in respect, nurture, and hope.
- Term-time working to support work-life balance.

How to Apply

If you are committed to supporting young people and share our belief in the power of Faith, Nurture, Service, and inclusion, we would love to hear from you. An application form can be downloaded from the school's website – www.archbishoptemple.com. Electronic applications are fully acceptable, and these should be emailed to head@archbishoptemple.com marked for the attention of Miss Holden.

Deadline for applications: Monday 8th June 2026

Start date: 1st September 2026

Safeguarding Statement:

Archbishop Temple Church of England High School is committed to safer recruitment and CVs will not, therefore, be accepted. The position is subject to satisfactory DBS checks and excellent employment references. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

Join us – and help shape a school where every child feels seen, heard, and empowered.

Application Closing Date

**The closing date for applications is
Monday 8th June 2026 (midday)**

Shortlisted candidates will be contacted shortly after this date.

If you have not heard from us by Friday 12th June 2026,
please assume your application has been unsuccessful.

Candidates are welcome and encouraged to visit the school prior to application. Please contact Mrs M Holden, Headteacher's PA, at M.holden@archbishoptemple.com to arrange a visit.

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed but it will be a one-day interview process held on **Monday 22nd June 2026**.

Applications may be submitted on email to head@archbishoptemple.com or by post.

Archbishop Temple Church of England High School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.