

1. INTRODUCTION

- 1.1 POST HOLDER:**
- 1.2 Post Title:** Internal Exclusion Manager
- 1.3 Post Purpose:** To administrate and supervise students who have been placed in Internal Exclusion
- 1.4 Reporting to:** Vice Principal

2. MAIN DUTIES AND RESPONSIBILITIES

Post Purpose:

To administrate and supervise students who have been placed in Internal Exclusion; organising and coordinating work for students to complete whilst in Internal Exclusion will be a key responsibility. To offer some administrative support to the Year Teams as necessary.

Generic Aspects of Post:

- To develop and sustain excellent working relationships across the school
- To embody and promote the school's core values in action
- Enthuse, motivate and inspire all students to develop and become future ready
- To participate in staff briefings, meetings and workshops as appropriate
- To adhere to and promote all school policies
- To participate in the school's appraisal program
- To promote care and maintenance of the school's resources and premises
- To work flexibly to support the school's needs, this may include the need to work beyond the confines of the school day
- To work outside the immediate role and team as necessary to ensure the smooth running of the school

Post Specific Aspects of the Role:

- To supervise students who are placed in Internal Exclusion
- Liaise with staff where appropriate, creating and collating resources as necessary
- Ensure students complete work to the best of their ability, providing support where necessary
- To create a calm atmosphere that enables independent learning and reflection
- To establish good working relationships with students, staff and parents / carers
- To ensure high standards, follow appropriate procedures and ensure the room is well maintained
- To log behaviour incidents as necessary
- To ensure parents receive an end of day report for their child's conduct in Internal Exclusion
- Liaise with Year Teams and members of the Leadership Team as necessary

SAFEGUARDING

Heart of England School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or come into contact with.

3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

4. TERMS AND CONDITIONS

The position is part time, 37.5 hours per week (8:30-4:30); term time only plus Inset days.
Salary Band C14 (£27,334 FTE) (full time salary to be pro rata'd for term time only)
As the role is term time only there is no additional leave entitlement.

5. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder's signature	Principal's signature
Signed	Signed
Dated	Dated: