



We are His body, living and learning as one.

Job Description

Internal Exclusion Manager

The post holder will report to the Senior Leadership Team. Apart from other colleagues, the main contacts of the job are the Headteacher, subject leaders, teaching staff, other support staff and students.

Main purpose of the post

To manage the internal exclusions base which is an alternative to exclusions from school and focuses on mentoring and behaviour modification. To be a source of positive support for pupils who are referred to the base.

To coordinate appropriate behaviour strategies and programmes, establishing positive working and act upon referrals from SLT and Progress Leaders.

To develop positive relationships with pupils and their parents in this next step for behaviour management

Main duties and responsibilities

- To coordinate and manage the isolation room on a daily basis
- To develop an ethos of high expectations in the isolation room
- To manage and work to modify the behaviour of pupils whose behaviour is persistently challenging or who have been involved in an incident which would usually warrant exclusion from school
- To liaise with subject teachers to ensure consistency of approach for students whilst working in the unit, as well as organising appropriate work
- To establish and maintain effective working relationships with various outside agencies and stakeholders, including parents and carers
- To be responsible for writing Behaviour Improvement Plans where necessary
- To be responsible, with the SLT link, for monitoring and evaluation of the unit, including the analysis of behaviour data
- To liaise with SLT responsible for behaviour, Progress Leaders, Learning Mentors, Child Protection Lead and SENCo as appropriate
- To coordinate and manage monitoring systems and procedures, to evaluate impact and inform self-evaluation
- To support with behaviour issues across school as and when required, including callout

- To assist Progress Leaders/senior leaders for behaviour and attendance with administrative tasks as required
- To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers, etc
- To provide data and written reports as requested and undertake other general admin tasks such as display work and letters etc
- To ensure contacts are established and maintained with the family or carers to promote active and continued involvement and to facilitate opportunities to work with school
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility

General

- To maintain good relationships with colleagues and work together as a team
- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered



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Person Specification

Internal Exclusion Manager

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Excellent personal and office organization skills	E	A/I/R/SP
Excellent numeracy and literacy skills	E	A/I/R
EXPERIENCE		
Experience of working with children/young people and their families within education, social care, youth work or another related field	D	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
The ability to work as part of a team	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges	E	A/I/R
Knowledge and understanding of factors that may affect a child's capacity to learn	E	A/I/R
The ability to build and maintain professional relationships with a wide range of people, both internal colleagues, external agencies, parents and families	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I
To be motivated to complete tasks to the required timescales and quality standards	E	A/I/R/SP
To maintain confidentiality relating to the staff and students at all times	E	I/R
To contribute to the Catholic ethos of the school	E	I
To be committed to equal opportunities	E	I
To uphold all aspects of safeguarding	E	I
To be willing to consent to apply for an enhanced disclosure and barring service check	E	I

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**