

JOB DESCRIPTION – INTERNAL EXCLUSION MANAGER

Internal Exclusion Room Supervision

- To develop and embed a clear structure to the daily routines in the school's Internal Exclusion Room.
- To organise all work for students in the Internal Exclusion Room by liaising with teachers and support staff.
- To supervise the students who are in the Internal Exclusion Room ensuring the work set is at the correct level and differentiated when necessary. To record attendance and work completed.
- To provide challenge and motivation to ensure a calm working environment.
- To ensure that students have access to all the equipment that they will need to work in silence in the isolation room.
- To act upon emergency referrals from the SLT when a serious incident has occurred.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Using software and analysing data

- To use databases to analyse and record information about students.
- To run the Internal Exclusion Room tracking system and manage its administration.

Communication

- To communicate with parents/carers about both the positive and negative behaviour of students in the Internal Exclusion Room using emails, letters and texts.

The Prescot School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.