



Job Description – Internal Exclusion Manager

Purpose:	The principal role of the Internal Exclusion Manager is to manage the Focus Room and to ensure that student behaviour and learning is managed to the highest standards. The Internal Exclusion Manager will maintain and develop appropriate links across the team in respect of students placed in the Focus Room.
Reporting to:	AHT Behaviour
Responsible for:	None
Liaising with:	Teaching and other staff in the school / Students / Parents/ Relatives/Carers
DBS Check	Enhanced Level
Working Time	36 hours 4 minutes per week 8am to 3.50pm Full-time / Term Time Only (190 days)
Salary	Grade 5 NJC Scale Points 18 – 23 £31,537 - £34,434, actual pro rata salary (£26,314 - £29,643)

Specific Duties

- To manage the day to day operation of The Focus Room.
- Ensure the maintenance of accurate and up-to-date information concerning The Focus Room
- Identify and take appropriate action on issues arising from data, systems and reports and review the progress on the action taken.
- Produce appropriate reports for the various audiences e.g. Senior Leadership and Management Team, The Governing Body
- Identify and ensure the provision of support to meet the needs of students placed in The Focus Room.
- To be an exemplary leader and role model in dealings with staff, students, parents and outside agencies.
- To liaise with Year Managers/Assistant Year Managers /Heads of Faculty/Department regarding student achievement.
- To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.
- To organise and co-ordinate the deployment of learning resources, including ICT and monitor their effectiveness.
- Maintain existing Focus Room resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.
- To support students in their learning, and encourage positive attitudes to learning
- To monitor student behaviour on return to the mainstream school
- To develop contact with Personal Learning Guides and others as appropriate



- To liaise with Learning Mentors, Achievement & Access Team, Learning Support and Careers Personal Advisers as necessary
- To manage interventions and referrals from Behaviour Management Team and implement outcomes
- To attend training that is identified as essential professional development to enhance effectiveness and impact
- To ensure that the appearance and fabric of the Focus Room is well maintained

General Duties

- Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Be aware of and comply with policies, procedures and codes of practice of the school including child protection, health & safety, confidentiality and data protection, finance, ICT and reporting all concerns to a nominated person.
- Contribute to the overall work, smooth running and ethos of the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers.
- Attend and participate in meetings as required.
- 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.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Date:	July 2025
	Headteacher Mr J Cregg



Person Specification – Internal Exclusion Manager

	Essential / Desirable	Application Interview
Qualifications		
A*-C (4-9) grade in G.C.S.E. English and Maths 2 GCE Advanced levels or equivalent qualification	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	E	A/I
Experience of working in a team and individual working	E	A/I
Assessing students’ needs and tailoring solutions to meet them	E	A/I
Managing student behaviour	E	A/I
Supporting student 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 The Radclyffe School	E	A/I



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“Working Together for Excellence”

