



Kingsthorpe College

Internal Exclusion Manager



Job Description

Line Manager: Behaviour, Emotional and Social Behaviour Co-ordinator / Assistant Headteacher

Grade: Scale H 23 – 27 (21,057 – 23, 935) (£18,190 – £20,675 actual salary)

Full Time: 39 weeks of the year. (Term time + 1 week training).

Hours of Work: 37 hours per week

Purpose of job:

- To co-ordinate the College's Internal Exclusion Unit (IEU); as part of the College's student behaviour management strategy.

Main duties and responsibilities:

- To co-ordinate and supervise the IEU.
- To co-ordinate and manage administration pertaining to internal exclusion.
- Maintain appropriate standards of behaviour in the room in accordance with the College policy.
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- To develop restorative practises with the students in the IEU to ensure they are aware of the mistakes they have made and how they can prevent them from reoccurring. Complete exit questionnaires with the students, complete the appropriate records and communicate with staff.
- To communicate with the staff the daily Internal Exclusion Unit register.
- To liaise with teaching staff regarding work for students to complete during their session in the IEU so that student learning is maximised.
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- To develop the IEU displays and environment to promote high expectations and sense of achievement.
- Managing and Coordinating the IEU register, including communication with parents where necessary.

General

- Other duties in support of the College as decided by the Headteacher within the scope of this post.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment