

Internal Exclusion Unit (IEU) Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

Hobart High School, Loddon

Salary

Scale G
Starting at point 18

Hours of work

14.8 hours per week
Term time plus one week - 39 weeks per year
8.00am – 4.30pm
1 hour lunch

Core Purpose

To be responsible for the day to day operation of our Internal Exclusion Unit (IEU).
To provide access to the appropriate curriculum for students at risk and support them to reflect on positive behaviours to meet the expectation of the school.
To work as part of the Guidance Team – mainly based in the Internal Exclusion Unit (IEU).

Reporting Lines

Report to the Assistant Headteacher (Guidance)
Working under the general direction of the Heads of Year

Key Responsibilities

- To liaise with teaching staff and obtain work for students working in the IEU.
- To inform parents/carers when a student is placed in IEU.
- To report any concerns to the Guidance Team.
- To keep regular records of interventions and target set and disseminate to relevant parties.
- To provide update information to staff through Email and Go 4 Schools.
- Liaise with the Guidance Team, Parent Support Adviser, SENCO and SLT Team about specific students and targets for them.
- Support staff with the development of positive behaviour management strategies.
- To keep accurate records of who is present in IEU and any incidents through Go 4 Schools and/or email.
- To collate a termly log of students who are sent to the Inclusion room and the reason for inclusion and other relevant information.
- To liaise with and consult with teaching and support staff and other professionals supporting the students.
- To attend relevant in-service training.
- To be aware of school policies.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend relevant support meetings with parents/carers and external agencies.
- To be available for 'on call' duty as required.
- To supervise student lunchtime detention duty: keep accurate records for this and liaise with the Guidance Team regarding further sanctions.
- To attend Guidance Team meetings and where relevant, whole staff meetings and inset.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To uphold the school rules and expectations.
- To supervise students in IEU.
- To provide opportunities for students in IEU to contemplate the reason for their isolation and agree small scale targets which the student can work towards.
- Use restorative justice techniques in supporting students to understand how they can help themselves in the future.
- To provide in class support as needed.

- Provide where necessary written details of students' progress/behaviour to assist Annual Reviews and or other assessments.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by the line manager or Head of School.
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- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE's (Including English and Maths) or equivalent Hold First Aid qualification or willingness to undertake training. 	
Experience	<ul style="list-style-type: none"> Good communication skills with people at all levels. Experience of working with young people in a Pastoral support function within an educational setting/secondary school. Experience or understanding of managing student behaviour. Experience of dealing with disengaged students. 	
Skills and Personal Attributes	<ul style="list-style-type: none"> Good ICT Skills. Good understanding of child development and learning processes and the ability to work with young people. Able to gain respect of students. Ability to working within set time constraints, prioritise and meet deadlines and organise workload. Work constructively as part of a team. Ability to work with a range of staff, age groups/people. Likes working with young people. Assertiveness. Approachability. Good listening and communication skills. Good attendance record. Patience, stamina and resilience. Calm under pressure. Attention to detail. Honest and reliable 	<ul style="list-style-type: none"> Constantly improve own practice/knowledge through self-evaluation and learning from others. Working knowledge of relevant policies/codes of practice/legislation.
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity. 	
Safeguarding	<ul style="list-style-type: none"> Although understanding of up-to-date safeguarding requirements and best practice. 	
Other Requirements	<ul style="list-style-type: none"> Awareness of Health & Safety procedures An understanding of data protections in relation to ICT issues. Ability to work flexibly and outside of normal working hours if required. Full UK driving licence. 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.