



Internal Exclusion Supervisor

PERSON SPECIFICATION

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level	✓		Application and documents
Designated Safeguarding Lead Qualification		✓	
Evidence of a continued professional development in a relevant field		✓	
Professional experience	Essential	Desirable	Evidenced
Experience in a student support role within a secondary school	✓		Application Interview
Experience of an Internal Inclusion and Exclusion unit		✓	
Experience of working with students with additional needs, particularly social, emotional and behavioural difficulties including those demonstrating challenging behaviour.	✓		References
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview References
Knowledge and understanding of strategies to remove barriers to learning in young people	✓		
Knowledge of the range of additional support/agencies available for students	✓		
Knowledge of the rights and responsibilities of parents	✓		
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		



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Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Empathy for students with difficult a home and/or school life	✓		
Ability to work under pressure	✓		
Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.