



## Internal Exclusion Supervisor

### JOB DESCRIPTION

**RESPONSIBLE TO:** The Member of the Senior Leadership Team responsible for Pastoral Care and Behaviour

**JOB PURPOSE:** To support our Pastoral team under the guidance of the Assistant Headteacher (Behaviour) to provide a service within the school's Internal Inclusion and Exclusion function which will assist in addressing the needs of students and so overcome barriers to learning.

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#### Principal Accountabilities:

#### Purpose of the Post:

1. Working to agreed protocol and referral criteria for the Unit.
2. be aware of and take responsibility for all aspects of safeguarding.
3. Responsible for:
  - Day to day leadership of the Internal Inclusion and Exclusion Unit;
  - Supervising the internal exclusion provision, ensuring high levels of academic focus and behaviour are maintained;
  - Organising the provision of work for students;
  - Facilitating the return of work to teachers so that feedback is provided;
  - Recording student behaviour and progress.
  - Close and effective liaison with relevant school staff – ensuring a knowledge of the challenges each young person may be presenting, the level of support they may be entitled to, including any additional needs, and their current academic situation;
  - Formulation of programmes to ensure the effective and expedient re-integration of students;
  - Providing school leaders with analysis of internal exclusion data;
  - Analysis of strategies used – their effectiveness and relevance;
  - Meeting with parents;
  - Close and effective liaison with relevant school staff;
  - Ensuring the effective re-integration of referred students back into mainstream;
  - Attendance at all relevant meetings.
4. Work with the Student Support team to ensure an effective use of staff and their time within the overall context of the school.
5. Attend termly reviews with relevant stakeholders, to assess the effectiveness of the arrangements for provision.



6. Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

## **General Duties and Responsibilities:**

7. Participate in all aspects of training and development.
8. Comply with the Council's/School's Health and Safety Policy and associated safe working procedures and guidelines.
9. Communicate the Health and Safety Policy, procedures and guidelines to all employees under the management/supervision of the post holder. Monitor compliance
10. with the policy, procedures and guidelines and keep appropriate records where required.
11. Comply with the Council's/School's Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
12. Be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
13. Comply with the school's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

Responsible for safeguarding and promoting the welfare of children.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change.

Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.