**ALL HALLOWS CATHOLIC SCHOOL**

**and SIXTH FORM COLLEGE**

Required from September 2017

**Internal Exclusion Unit Manager**

We are looking to appoint a highly versatile individual to manage our Internal Exclusion Centre as part of the school’s positive behaviour management strategy.

All Hallows is an Ofsted outstanding school in all areas with progress that puts us in the top 100 schools in the country. We are in the top five per cent of schools in terms of progress between Key Stage 2 and the end of Key Stage 4, using the Progress 8 measure.

*Ofsted says:*

* *“Students work hard, concentrate in lessons and participate enthusiastically”.*
* *“Very harmonious and respectful relationships between students and between students and staff”.*
* *“Students’ progress is outstanding”.*

We offer a supportive and friendly environment where students are exceptionally well behaved and keen to learn.

**Responsibilities include:**

* Overseeing the smooth running of the Better Behaviour Centre (BBC).
* Maintaining appropriate standards of behaviour in the room in accordance with the schools policy.
* providing work for students.
* using different strategies to help modify student behaviour and assist them to improve their behavioral patterns.
* To maintain accurate records and update SIMS with accurate information regarding internal exclusion.

This is a very rewarding job so if you are flexible, supportive and understand the needs of young people, we would like to hear from you. You should be able to develop a range of strategies to promote a good attitude to learning in and around the school.

Salary range £21332 to £25623 (actual wage), dependent on experience and qualifications. 40 hours per week (8.30am to 5pm), term time only.

Applicants must be committed to supporting our values and to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an enhanced DBS check.

Please email your CV and covering letter, along with the names and addresses of two referees to a.garland@allhallows.net. Closing date Friday 7 July 2017.

**Job description**

**Internal Exclusion Unit Manager**

40 Hours per week, (8.30am to 5pm), term time only

Salary £21332 to £25623 (actual) subject to experience and qualifications

**Accountable to**: Mr Laker (Deputy Headteacher) and Mr Rees (Assistant Headteacher)

**Purpose of Job**: To coordinate the school’s BBC, alternative to exclusion room (internal exclusion); as part of the school’s positive behaviour management strategy.

**Key Areas and Accountabilities**

* To co-ordinate and supervise internal exclusion.
* To co-ordinate and manage administration pertaining to internal exclusion.
* Maintain appropriate standards of behaviour in the room in accordance with the schools policy.
* To liaise with SLT in regards to internal exclusion referrals.
* Maintain appropriate records of discussions with students, reporting to the relevant staff.
* To communicate to teaching staff the daily internal exclusion register.
* Liaise with colleagues to ensure students in the BBC are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
* Communicate set work to students and offer help and guidance as required.
* To develop programmes of work for students to complete during internal exclusion in liaison with HOD/HOY’s so the students learning is maximized.
* Challenge and motivate students to promote and reinforce high levels of self-esteem.
* To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff.
* To maintain accurate records and update SIMS with accurate information regarding internal exclusion.
* To provide weekly, half termly and termly statistical reports and analysis on internal exclusion referrals.
* To attend school and relevant wider based training session as required or necessary.
* Such other duties as may be reasonably allocated within the post.

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|  | **Person Specification** |
| **Category** | Essential | Desirable |
| Personal Attributes | Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school, home life and behaviour that they might present. | An eagerness to gain experience, expertise and professional development through this position. |
|  | The ability to produce detailed, concise evaluative reports. |  |
|  | A commitment to and an enthusiasm for the post. |  |
|  | Adaptability and a professional approach to the responsibilities of the post. |  |
|  | Willingness to support the Catholic ethos of the school. |  |
|  | Genuine respect for all students. |  |
|  | All Hallows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |  |
| *Qualifications* | Relevant training for working with young people aged between 11-16. | Further relevant training or qualification. |
|  | GCSE C grade or higher (or equivalent) in Maths and English. |  |
| *Experience* | Experience of working successfully with young people aged 11-16. |  |
|  | Experience of working in a secondary school setting. |  |
|  | Experience of assisting students with their learning. |  |
| *Skills* | An ability to work autonomously and as part of a team. | Planning skills. |
|  | Good organization, time management, communication and interpersonal skills.  | Knowledge of the main aspects of the organization of secondary schools. |
|  | Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information. | An understanding of the factors which lead to educational disaffection in young people. |
|  | Good ICT skills. |  |
|  | The ability to work flexibly. |  |
|  | The ability to ensure that students are aware of the procedures and required standards and to reinforce the reasons for the sanction. |  |
|  | To liaise with HOD/HOY’s regarding work in order that the students learning is maximized. | To develop programmes of work for students to complete during internal exclusion.  |