**Internal Exclusion Unit/Time Out Assistant**

37Hours per week, Term time only

Salary: £13902 pa TO £15613 pa

**Accountable to**: Internal Exclusion Manager

**Job Purpose:**

* To support the Internal Exclusion Manager in monitoring, recording and implementing the exclusion process.
* To maintain the exclusion database to produce reports for the IEU manager and others as required.
* To record time out referrals and relevant reports.
* To support in lessons as and when required by the IEU Manager.

**Essential Qualifications:**

* A minimum C grade GCSE or equivalent in English and Math’s
* It is essential that you have an excellent working knowledge of Microsoft applications particularly Excel

**Desirable Qualifications**:

* Accreditation in a relevant subject or area

**Essential Knowledge, Skills and Experience:**

* The ability to work effectively as an integral part of a small hardworking team.
* The ability to work in a proactive and solution focused way.
* Excellent verbal and written communication skills.
* The ability to work in a pressurized office environment whilst maintaining a high degree of accuracy.
* The ability to work on own initiative with limited supervision, prioritising own workload to meet statutory and internal targets.
* The ability to deal empathetically with difficult and challenging students.
* A willingness to participate in self-development opportunities

**Desirable Knowledge, Skills and Experience:**

* Knowledge of the role and function of Inclusion teams with education.
* Experience of working in an educational establishment.