**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.