

	Job Description: IER Supervisor	Scale: Hours/Week: Updated:	Scale 2 36 hours term time only November 2021
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Person reports to:	<ul style="list-style-type: none"> • Lead Pastoral Manager • Assistant Headteacher (Behaviour and Attendance)
Person supervises:	<ul style="list-style-type: none"> • None
Purpose of Job:	<ul style="list-style-type: none"> • To ensure effective and efficient supervision and management of the internal exclusion room (IER)

MAIN DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Operational Duties

- Liaise with the Lead Pastoral Manager regarding students to be placed in internal exclusion.
- Supervise students within the internal exclusion room, providing challenge and motivation to ensure a calm working environment.
- Liaise with subject teachers when appropriate, creating and collating resources and gaining key information about units of work in order to prepare for supporting students during internal exclusion.
- To ensure that the isolation room procedures are adhered to and the room is well maintained, neat and tidy.
- Contribute to the development of strategies to develop and progress the isolation room and internal exclusion supervision.
- To work effectively as a member of the school team responding to the needs of students on the basis of the school's policies and agreed practices.
- Support the supervision of students on internal exclusion at break and lunch time.
- Work alongside the behaviour team to support positive behaviour across the school.

Record-keeping

- Update or create IER logs where necessary.
- Maintaining a student reflection log.
- Prepare paperwork for RfE meetings ensuring that there are copies of relevant student reflections provided to the house and behaviour team when required.
- To log behaviour incidents on G4S and prepare behaviour reports as necessary.

Tracking and Reporting

- Track data throughout the academic year on the following:
 - number of IER referrals to behaviour team and category of referral;
 - number of IER referrals by house for house panel meetings;
 - any other information that it is necessary to report.

General Administrative Support

- Monitor stocks of stationery and other supplies and place orders for the IER following the school's Financial Policy and Procedures, ensuring that purchases are cost effective and value for money in liaison with the Lead Pastoral Manager.
- Organise student resources in the IER.
- Be the first point of contact for Attendance Officers who are reporting the absence of identified students who should be present in the IER and reschedule IER arrangements as is necessary.
- Support the whole school attendance monitoring through administrative duties including contact to parents for absent students where necessary.

2. Continuing Professional Learning

- Attend in-service training within normal working hours as directed. Attend staff training days, and participate in training where requested.

3. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

4. Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Ensure that all communications are attended to promptly.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale

Scale 2

IER Supervisor

Updated

November
2021

Essential	Essential/Desirable	How the selection criteria will be assessed
Qualifications		
Educated to at least GCSE or equivalent level, including English and Maths	E	Application Form
Relevant IT qualifications e.g. ECDL (European Computer Driving Licence)	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience in a similar position and environment	D	Application Form, Interview
Experience of supporting vulnerable children and young people	D	Application Form, Interview
Experience of using a wide range of office equipment	D	Application Form, Interview, Test
Experience of operating switchboard systems	D	Application Form
A good working knowledge of software packages for preparing documents and spreadsheets, such as Word, Excel and Google	E	Application Form, Interview, Test
Abilities and Skills		
Good basic IT abilities with particular skills in MS Word and Excel	E	Application Form, Interview, Test
Basic SIMS skills	D	
Good Administrative skills	E	Application Form, Interview, Test
Good communication skills, both oral and written, conveying information clearly and accurately	E	Application Form, Interview, Test
Good interpersonal skills	E	Application Form, Interview
Ability to be discreet, tactful and to value confidentiality	E	Application Form, Interview
Ability to engage constructively with and relate to a wide range of young people and their families with diverse social and ethnic backgrounds	D	Application Form
Ability to work proactively and solve problems within area of work/knowledge	E	Application Form, Interview, Test
Ability to work within set procedures	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
The ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
Demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.	E	Application Form, Interview
A commitment to working in a busy school environment		
Flexible, motivated and committed	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview

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Willingness to see a job through to completion	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview