



TUDOR GRANGE ACADEMY SOLIHULL

Internal Exclusions Manager

Job Description

Scale 5 NJC Points 12-15

FTE £24,496 - £25,878

Permanent

37 hours per week

39 weeks per year

Mon – Thurs 8am – 4pm

(Fridays finish at 3.30pm)

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

To ensure all students in internal exclusion maximise their learning potential.

Specific Responsibilities

- To oversee internal exclusions and the TATE (Tudor Alternative to Exclusion) provision at TGAS.
- To liaise with teaching staff to ensure that students have access to high quality work to enable them to progress in line with their peers.
- To support students with their work and create an environment conducive of learning and reflection.
- To systematically identify students requiring additional support through liaison with the student's college team.
- To maintain a positive working environment for students in internal exclusion, including displays and support materials.
- To provide support strategies for students.
- To work alongside the College Intervention Co-ordinators to develop and implement behaviour resources and interventions.
- To be a visible presence around the academy, modelling expected standards, routines, and effective behaviour management.
- To utilise relevant behaviour tracking systems and support College teams in early intervention via the tier system.
- To liaise with parents / carers about student conduct in internal exclusion / TATE provision.
- To keep effective and efficient records about students who are in internal exclusion.
- To be aware of students at risk, and to work with teaching staff, associate staff, and external agencies to enable these students to achieve success.
- To inform as necessary on child protection issues.
- To be a resource to staff on behavioural issues and to be able to provide mentoring and/or coaching opportunities for students to address these issues.
- To work with students, parents, staff and external agencies as required on behavioural issues.
- Establish productive working relationships with students.
- Provide objective and accurate feedback and reports as required to other staff on students' progress and conduct in internal exclusion.
- Assist SLT with the supervision of students at break times. Undertake midday supervision as requested.
- Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems

- Be pro-active in matters relating to Health and Safety
- Support aims and ethos of The Tudor Grange Trust

Generic Responsibilities

- Any other duties in support of the Academy as reasonably decided by the line manager.
- To work in accordance with the aims and policies of the Academy and to promote the general appearance of the Academy.

Line Manager	College Leader
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