

Job Description EXCLUSION ROOM MANAGER

Please note: this job description must be read in conjunction with the current Support Staff Pay and Conditions Document, which itemises the general conditions of employment governing this post.

Purpose	- To manage the delivery of teaching, learning and care to students who have been internally excluded from classroom settings - To ensure the smooth running of the Exclusion Room by ensuring that the correct procedures are adhered to - To provide pastoral mentoring support to pupils with SME needs.
Reporting To	Assistant Headteacher of Inclusion,
Salary/Grade	SO1 Full-time (term time only)
Hours	35hpw (8.30am – 4.30pm)
Disclosure	Enhanced
MAIN DUTIES	
ER Manager	- Supervise students within the Exclusion Room. - Update, collate and manage the exclusion room rota. - Book students into ER as necessary. - Liaise with teachers for suitable work for students. - Update the daily log and to log behaviour incidents on SIMs - Prepare daily behaviour reports. - Organise and re-stock workbooks in the Exclusion Room. - Communicate with the pastoral team/staff and parents as necessary. - Provide challenge and motivation to ensure a calm working environment. - Work with students to identify the source of the exclusion and identify solutions for the future. - Ensure students are working to the best of their ability. - Establish and maintain a positive and purposeful climate for learning in the ER, making clear routines and expectations - Contributing to PSP / TAC / CAF / SSP meetings as required - Follow-up / aftercare, issuing reports and help monitor student progress post-exclusion - Undertake home / school liaison to support pupil progress - Raising achievement of identified young people within the school by supporting them in a 1: 1/ small group capacity on issues which at the time of identification prevent them reaching their educational potential. This may be helping them by working with issues such as: - Personal day to day organisation of themselves and their study. - Attitudes to education - Interpersonal skills - Study techniques and homework issues - Target setting and action planning

	○ Improving attendance, punctuality and motivation ○ SEMH issues ○ Prejudicial attitudes including racism, homophobia and sexism ○ Bullying ○ Truancy
Child Protection	• Under the guidance of the appropriate CP officers, to be a lead practitioner in supporting students and, where appropriate, families with CP issues.
Support for the school	• Contribute to the overall ethos/work/aims of the school • Participate in training and other learning activities as required • To plan and deliver appropriate training to other staff when required. • Attend and participate in relevant meetings • Engage in professional development and performance management process, evaluating your own strengths and areas of development to improve knowledge, skills and understanding
Other	• Support in the school's LSU and Inclusion faculty when needed • To work across all federation sites as and when required • This job description is not exhaustive as the Exclusion Manager is required to do all that is reasonably required as part of the team that leads and manages students.
• Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to present themselves and to act in a professional manner at all times. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.	

Person Specification

- Effective communication skills (both oral and written) with the ability to relate well to children, parents and external agencies (E).
- A minimum of 5 GCSE or equivalent at grades A*-C including English and Maths, plus evidence of a further education qualification (E).
- Full working knowledge of relevant policies/codes of practice/legislation
- Proven Microsoft Office skills (E).
- Good organisational and interpersonal skills (E).
- Experience of interfacing directly with both students and parents/members of the public (E)
- Understanding of and commitment to Swanlea School Values and aspirations (E)
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality (E).
- A positive 'can-do' attitude and commitment to assisting others in your team (E).
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it (E).
- Hardworking, resilient and professional (E)
- Resourcefulness, enthusiasm and flexibility to work under pressure (E)
- Able to work independently and unsupervised at times
- Experience in working with young people showing a variety of behavioural, emotional and social needs.
- Experience of leading group work with targeted groups of young people.
- Commitment to own continuing professional development and to supporting the professional development of others (E).
- Commitment to the highest standards of child protection (E).
- Experience of or willingness to learn basic First Aid Skills and act as a First Aider (E).
- Knowledge and use of databases (D).
- A commitment to all aspects of equal opportunities.

Signed:.....

Date:.....