

JOB DESCRIPTION



POST:	Internal Exclusion Officer (IEU)
POST GRADE AND HOURS:	Scale 5/ 6 depending on experience
SECTION:	Learning Support/Inclusion
LINE MANAGER:	Deputy Headteacher – Character, Culture & Community

JOB SUMMARY

- To support the day to day running of the Internal Exclusion Unit
- To support staff actively in dealing with students with challenging behaviour
- To help students overcome their barriers to learning in the Internal Exclusion Unit.

GENERAL RESPONSIBILITIES

The role of the Internal Exclusion Officer will be to:

- Support students to overcome barriers in learning in the IEU and with some in-class support for students reintegrating into the main school;
- Work with small groups of students in the IEU or classrooms;
- Work alongside the SENCO advising staff about any student's difficulties;
- Liaise with appropriate staff in setting and monitoring of targets with students and review success of approaches used;
- Work with departments to ensure the IEU is appropriately resourced
- Work with students in the IEU to ensure that they are on task and able to access necessary resources;
- Undertake a range of daily administration tasks, using Microsoft package, (Excel/Word/Outlook) to enhance the effectiveness of documentation and record keeping and manage information sharing with staff;
- Actively support staff in dealing with students with challenging behaviour and participate in leading in-school training sessions;
- Promote restorative practice and language in the IEU and in working with students

- Build the confidence and social skills of students to enable them to become successfully integrated members of the School community;
- Liaise with parents and appropriate staff to achieve successful reintegration;
- Work with appropriate staff to reintegrate students successfully to mainstream education;
- Contribute to achieving our targets to reduce exclusion and improve attendances;
- Deal with any problems in accordance with school policies and procedures
- To undertake other tasks which fall within the purview of the post as directed by the Headteacher.
- Take an active part in the school's performance management procedures
- Undertake any necessary training associated with the duties of the post
- Maintain confidentiality at all times and observe GDPR guidelines
- Understand and comply with the school's equal opportunities and other policies
- Comply with all health and safety and child protection polices and legislation in the performance of their duties and responsibilities