



The Co-operative Academy of Manchester

Job Description

Internal Exclusion Manager

Salary: Grade 6, Point 27– 31 (pro rata). TTO + 10 days

Hours: 35 hours per week

Line Manager: Vice Principal

Job Overview

- To be responsible for the management of the Internal Exclusion Room and service provided. Collecting and ensuring work is set and completed.
- To develop procedures and processes to enhance the delivery of the provision to meet the needs of the academy in liaison with the senior leadership team.
- To work with students in managing and improving their behaviour.
- To provide analysis of key data for senior leadership team relating to the internal exclusion sanction and its effectiveness within the Behaviour Management System.
- To ensure calm, consistent approach to deliver the provision and maintain high standards of behaviour.

Key responsibilities

- To manage the use of the Internal Exclusion room as an integral part of the Behaviour Management system within the academy.
- Maintain appropriate standards of behaviour in the room in accordance with academy policy.
- To maintain accurate records and update the school information management system (SIMS) with accurate information regarding internal exclusion.
- To liaise with the Inclusion Support Team and Learning and Pastoral Support Managers and other relevant stakeholders to trigger relevant interventions.
- To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff. Complete exit interviews with students, complete the appropriate records and communicate with staff.
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- Liaise with colleagues to ensure students in the facility are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
- To liaise with parents/carers to ensure an understanding of the severity of any incident resulting in the sanction of an Internal Exclusion and its place within the Behaviour Management System.
- To ensure that students and parents understand the standards of behaviour required in the Internal Exclusion Room and the consequences of not meeting those standards.
- To initiative activities within the Internal Exclusion Room which ensures students have a sound understanding of their actions and the consequences of their actions.
- To promote the inclusion and acceptance of all students.
- To assess the needs of students and use detailed knowledge and specialist skills to support and develop their behaviour for learning.
- To provide information and advice to enable students to make choices about their own learning and behaviour.
- To arrange for resources to support learning and oversee the appropriate use of learning resources and ICT.
- Supervise students at breaks and lunchtimes ensuring that they have no contact with students working within the mainstream environment.
- To attend relevant meetings and undertake and provide in-service training as required.

Other duties and accountabilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal or Senior Team.
- Play an active role in promoting equality and diversity.
- To promote the ethos and values of the academy.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Principal.

POST HOLDER

SIGNED

DATE

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.