

# Job Description

## Internal Exclusion Supervisor



**The Regis School**  
The best in everyone™  
Part of United Learning

**Role:** Internal Exclusion Supervisor  
**Salary:** £15,200 actual salary per annum. United Learning pay scale applies  
**Hours:** 37.5 per week, 8.30 am – 4.30 pm (minus 30 minutes lunch)  
Term Time Only  
**Reporting to:** Vice Principal

### Purpose of role

To administrate and supervise the internal exclusion of students in the isolation room and co-ordinate work from relevant subject areas. Provide some administrative support to whole school attendance monitoring as directed.

Please note that the postholder will be the sole supervisor of the isolation room. Therefore the ability to work alone is essential. There will of course be other staff in the vicinity.

### Principal accountabilities

1. Supervise students within the isolation room. Providing challenge and motivation to ensure a calm working environment.
2. 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.
3. To ensure that the isolation room procedures are adhered to and the room is well maintained, neat and tidy.
4. To log behaviour incidents on SIMs and prepare behaviour reports as necessary.
5. Assist with after school catch up supervision as appropriate.
6. Contribute to the development of strategies to develop and progress the isolation room and internal exclusion supervision.
7. 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.
8. Assist as part of the school on call support to teaching staff as required.
9. Liaise with the Heads of House and the senior leadership team regarding students to be placed in internal exclusion.
10. Support the supervision of students on internal exclusion at break and lunch time.
11. Additionally support whole School attendance monitoring through a range of administrative duties including contact to parents for absent students where necessary.

## **Person Specification**

- A. Experience of working with young people.
- B. A firm, calm approach when working with young people.
- C. The ability to be flexible while responding to the ever changing needs of students.
- D. A commitment to inclusion and equal opportunities.
- E. High standard of general education including good written and verbal communication.
- F. Word Processing Skills
- G. Computer Literacy
- H. A mature and sensitive manner and excellent inter-personal skills are required.
- I. An ability to work confidentially, efficiently and on own initiative is essential.
- J. Flexibility and adaptability.

## **Other Specific Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the 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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

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 job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All employees must observe Health and Safety procedures and play their part in ensuring a safe working environment.

The Regis School is committed to equality of opportunity. We positively welcome applications from all sections of the community.

The Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check for regulated activity.