



JOB DESCRIPTION

Job Title	Internal Inclusion Room Manager
Grade	Band 4 (mid) – Point 18 to 24
Reports to	Assistant Headteachers – Upper and Lower School
Liaison with	Teaching staff, support staff, students and parents
Job Purpose	<ul style="list-style-type: none">• To manage and be responsible for the Internal Inclusion room• To supervise students whilst internally excluded, ensuring a disciplined work environment at all times• To work with the Pastoral Team promoting good behaviour• To have particular and specific management responsibilities
Duties	<ul style="list-style-type: none">• To manage and be responsible for the Internal Inclusion Room, organising students when they arrive and ensuring students are kept on task• To be responsible for resources in the IIR• To liaise with parents and staff on students placed in the IIR, on the telephone and one-to-one meetings• To maintain a strong discipline and work approach• Monitor that the work and behaviour are meeting the required standard• To supervise students during break and lunch in isolation if appropriate• To set work for the students in the IIR• To prepare a detailed daily report on each student on behaviour, attitude and work carried out.• To prepare a daily log sheet for line manager• To liaise with attendance officer daily with information on students in IIR• To prepare and maintain spreadsheet showing when and how often each student is placed in the IIR each academic year• To distribute updated spreadsheet to line manager and others• To attend external meetings as required• Promote positive student behaviour in line with school policies and keep students on task• To support in any restorative process required to support the student re-engaging with their lessons.• Liaise with staff and other relevant professionals and provide information about students as appropriate• To respect confidentiality at all times• When not in the inclusion room act as an additional Pastoral Support

	<p>SUPPORT FOR THE SCHOOL</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Participate in training and other learning activities as required • Attend relevant school meetings as required • To respect confidentiality at all times • To undertake administrative duties when required
General	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Participate in training and other learning activities as required • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>