



School: READING GIRLS' SCHOOL	
Job Title: Internal Exclusion Room Supervisor	Grade/Salary Range: RG4 (11- 22)

To provide behaviour support for the pastoral team by managing the Internal Exclusion Room, ensuring that students complete appropriate work and reflect on the reasons for being in IER, so that more positive behaviour and attitudes are promoted at all times. An integral part of the role involves communicating with parents, supporting the tracking of student data and *acting as the medical lead for the school*

SUPPORT FOR PUPILS (IER)

- You will be responsible for managing the internal exclusion room to allow students who are removed from education to continue with their learning
- Maintain high standards of behaviour in the IER room in accordance with the school behaviour policy, ensuring the room is run with a high degree of consistency.
- Ensure that students and parents understand the standards of behaviour required in the IER room and the consequences of not meeting those standards.
- Quality assure student reflections and develop restorative practices in an attempt to modify and improve behaviour and improve relationships between students and staff.
- Ensure that students have access to a good standard of education, through a well managed and appropriately deployed bank of resources, including the use of IT facilities.
- Support students removed from lessons under direction from the SLT.
- Engage in parental contact through Edulink, SIMS and phone calls
- Take responsibility for the maintenance and security of the laptops and headphones allocated to IER.
- Ensure there is a supply of paper based work and relevant resources for students to use to support their learning.
- Uphold the school's behaviour policy and classroom expectations.

SUPPORT FOR TEACHERS

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaising with teachers to provide students with work for each lesson so that they are able to maintain progress
- Maintain accurate records of students in the IER room, monitoring behaviour trends, for individual and groups of students, so that interventions can be planned at an early stage to effect improvement.
- Liaise with colleagues in the Pastoral, Inclusion and SEND teams to ensure that additional student needs are identified promptly and that appropriate support is put in place to allow students who access the provision to develop the skills needed to be classroom ready
- Liaise with relevant members of staff across the school to ensure appropriate and relevant work is provided for students to complete in the removing barriers room.
- Collate work for students where appropriate and for those students on a fixed term exclusion.

- Assist with the re-integration of students following an exclusion or longer period of time away from their lessons
- Keep up to date and accurate, systems for logging and tracking students who are reprimanded with a C2 or who are internally excluded.
- Communicating with SLT in charge of behaviour, Heads of Year, families and students of which phase a student is on

SUPPORT FOR THE CURRICULUM (IER curriculum work)

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Maintaining and updating all behaviour data across the school.
- Recording all detentions, and logging attendance by students.
- **Medical Lead.** When necessary, support the SENCo in creating and updating medical data for all students. Creating IHCP's for Students as required. Maintaining medication records for all medications held in School.
- Ensuring Staff are updated on Student medical conditions.
- Collating all data and sending out forms to ensure School immunisations are completed