

Internal Exclusion Unit/Time Out Assistant

37Hours per week, Term time only

Salary: £13902 pa TO £15613 pa

Accountable to: Internal Exclusion Manager

Job Purpose:

- To support the Internal Exclusion Manager in monitoring, recording and implementing the exclusion process.
- To maintain the exclusion database to produce reports for the IEU manager and others as required.
- To record time out referrals and relevant reports.
- To support in lessons as and when required by the IEU Manager.

Essential Qualifications:

- A minimum C grade GCSE or equivalent in English and Math's
- It is essential that you have an excellent working knowledge of Microsoft applications particularly Excel

Desirable Qualifications:

- Accreditation in a relevant subject or area

Essential Knowledge, Skills and Experience:

- The ability to work effectively as an integral part of a small hardworking team.
- The ability to work in a proactive and solution focused way.
- Excellent verbal and written communication skills.
- The ability to work in a pressurized office environment whilst maintaining a high degree of accuracy.
- The ability to work on own initiative with limited supervision, prioritising own workload to meet statutory and internal targets.
- The ability to deal empathetically with difficult and challenging students.
- A willingness to participate in self-development opportunities

Desirable Knowledge, Skills and Experience:

- Knowledge of the role and function of Inclusion teams with education.
- Experience of working in an educational establishment.