



NEWMARKET ACADEMY

Job Profile Part A: Job Description

Job Title:	Internal Exclusion Officer
Grade and Hours:	Grade 2, 32.5 hours per week, 39 weeks per year
Reports to:	Deputy Head of School

School Mission Statement

All members of staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values at all times;
- Nurturing students' passions and interests and stimulating their intellectual curiosity;
- Continuously raising students' aspirations and self esteem;
- Intentionally developing Students' Leadership Award Skills;
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting student voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual students;
- Ensuring high outcomes for a cohort of students

Job Purpose:

Internal Exclusion Officers provide a complementary service to House Teams; supervising students who are placed in the Internal Exclusion Room, and establishing with these students that they are prepared to return to normal lessons at the appropriate time.

Critical Responsibilities

To carry out the following professional duties as circumstances may require and in accordance with the school's policies under the direction of the Deputy Head of School, in particular:

- To provide continuous supervision of the Internal Exclusion Room for the appointed hours, ensuring that each student works in silence.
- To request, collect and distribute work for students
- To undertake general pastoral administrative work including typing or computer data entry whilst supervising students, as directed by the Deputy Head of School and House Offices.
- To obtain in advance a lunch where appropriate for any student and to supervise all students in the Internal Exclusion Room while they eat their lunch.
- To make a judgement about each student's readiness to return to normal lessons next day by considering the way in which the work has been completed, the behaviour during the exclusion period, the punctuality of the student and their attitude at the end of the day. The Internal Exclusion Officer will discuss these matters with each student at the end of the day, and make a judgement about whether the punishment has been adequately served.



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General Responsibilities

- to work collaboratively with colleagues, knowing when to seek help and advice
- set a good example in terms of dress, punctuality and attendance
- attend comprehensive Support Team Meetings
- ensure compliance of all activities with the relevant Health and Safety legislation
- maintain confidentiality inside and outside the workplace
- understand and apply school policies and be familiar with and operate within child protection protocols
- to support the House Teams, being on call, supervising house isolation etc as reasonably directed by the Deputy Head of School

Job Profile

Part B: Person Specification

Internal Exclusion Officer

Qualifications: GCSE grade C or equivalent in English and Maths

Key Skills & Attributes:

Firm and fair relationships with students and excellent behaviour management skills

Basic office skills in the use of word processors, databases and spreadsheets

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the postholder to undertake this new/varied work.