

# The Westgate School

## Job Description: Internal Exclusion Room Manager

### Responsible to:

Assistant Headteacher (Behaviour)

### Purpose:

Manage the IER daily and in doing so, provide a purposeful environment where our students can complete their learning facilitating in particular, live lessons via MS TEAMS.

### Key Responsibilities:

The Internal Exclusion Room (IER) Manager is responsible for the effective day-to-day management and operation of the Internal Exclusion Room, ensuring that it provides a calm, purposeful and structured environment in which students can reflect on their behaviour and continue to engage with their education. The role involves maintaining high standards of student conduct, ensuring that work and appropriate support are provided, monitoring attendance and engagement, and maintaining accurate records and data. The IER Manager works closely with teaching staff, pastoral teams, the Senior Leadership Team and parents to ensure that behavioural concerns are addressed promptly and consistently, while identifying and responding to any wider pastoral, safeguarding or support needs. Through strong communication, effective supervision and careful monitoring of patterns and trends, the IER Manager plays a key role in supporting the school's behaviour systems, promoting positive student outcomes and reducing repeat incidents.

Key responsibilities include:

- Maintaining a register
- Liaising with Canteen staff over lunch arrangements
- Ensuring work is prepared for students in practical subjects
- Maintaining strong and regular communication with parents through frequent telephone contact and meetings, providing clear and timely feedback on their child's progress, behaviour and support needs
- Supervision of detentions
- Manage student reports
- Analyse and manage IER data
- Accommodate any pupils as requested by the Senior Leadership Team

### Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of UK GDPR 2018.

## **Safeguarding Children**

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and always uphold public trust and confidence.

## **Freedom of Information**

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

## **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.