



## THE BILLERICAY SCHOOL

<b>Job Title</b>	Internal Exclusion Supervisor
<b>Grade/Salary</b>	Scale 4-5 Points 7-12 £18,395.49 - £19,883.70 (actual salary)
<b>Hours</b>	8.30am – 3.00pm 30 hours per week 38 weeks - term time only
<b>Date Required</b>	Monday 5 January 2026
<b>Closing Date</b>	Monday 8 December 2025 @9.00am
<b>Interview Date</b>	w/c 8 December 2025
<b>Reporting To</b>	Pastoral Manager

### Details

We seek an experience and committed member of staff to administrate and supervise an area of our internal exclusion and inclusion of students and co-ordinate work from relevant subject areas alongside providing opportunities for reflection on behaviours.

Please note that the postholder will be the sole supervisor of the isolation room. Therefore, the ability to work alone is essential. There will be other staff in the vicinity and our on-call provision will be available to support.

### Main Duties

- Supervise students within 'the house'. Providing challenge and motivation, ensuring a calm working environment
- To ensure that the isolation room procedures are adhered to and the room is well maintained, neat and tidy
- To develop restorative work resources and use these to help students to develop strategies to reduce risk of repeated behaviour
- Liaise with subject teachers when appropriate, creating and collating resources and gaining key information about units of work in order to prepare for supporting students during internal exclusion.
- To log behaviour incidents on SIMs, safeguarding concerns to CPOMS, and prepare behaviour reports as necessary.
- Contribute to the development of strategies to develop and progress the isolation room and internal exclusion supervision
- To work effectively as a member of the school team responding to the needs of students on the basis of the school's policies and agreed practices
- Liaise with the Heads of Year and the Senior Leadership Team regarding students to be placed in internal exclusion.

*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.*



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### About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

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### About the Trust

We are a successful Multi Academy Trust based in the South East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centered around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

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### Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (*\*Subject to eligibility criteria*)

- Free access to our fully equipped Gym (and induction program)
  - Free access to our swimming pool
  - Employer Pension Contribution
  - Access to the 'Cycle to Work' Scheme
  - Eye test vouchers in partnership with Specsavers
  - Access to our Wellbeing programme (including counselling sessions and online discounts)
  - Virtual GP Access - including minors 16 and under
  - Annual onsite Flu Vaccination programme
  - Free tea, coffee and cake on Fridays
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### How to apply

When applying for this position, please use My New Term. Details can be found on our school website under Work with us: [Current Vacancies](#)

If you have any questions, please do not hesitate to contact Miss D Ancient at [dancient@billericayschool.com](mailto:dancient@billericayschool.com)

We look forward to hearing from you.



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### Person Specification

Category	Essential
Application	<ul style="list-style-type: none"> <li>Well completed application form</li> <li>Two suitable references</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>GCSE Grade 4 in English and Maths or equivalent (C grade or above)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful experience of working with children in an education, health or social care environment</li> <li>Recent professional training in behaviour management and/or parent/carer support</li> <li>Education to NVQ level 4 or equivalent</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Participate in the evaluation of the support programme and to contribute to assessment, planning, monitoring and evaluations.</li> <li>Identify and undertake personal development opportunities and suggest personal development targets</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Being aware of and working with policies in relation to inclusion, child protection and physical contact with pupils.</li> <li>Ability to write detailed reports, letters and complete returns.</li> <li>Ability to use clear language to communicate information unambiguously and to listen effectively</li> <li>Ability to negotiate effectively with adults and children</li> <li>Ability to demonstrate a range of effective behaviour management strategies</li> <li>Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting</li> <li>Ability to assess progress and performance and recommend appropriate strategies to support development</li> <li>Ability to work with parents and carers to improve support for children</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Good working knowledge of ICT to support learning</li> <li>Good understanding of the school curriculum</li> <li>Understand and support the importance of physical and emotional wellbeing programme</li> <li>Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to make a proactive contribution to the work of the team supporting children, their families and carers</li> <li>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>Ability to make a distinctive contribution to the work of a team</li> <li>High expectations of self and others</li> <li>The ability to work to deadlines and under pressure</li> <li>Ability to ensure confidentiality</li> <li>Ability to be a self-starter, work in a team and deliver agreed objectives</li> <li>Approachable</li> </ul>
Category	Desirable
Application	<ul style="list-style-type: none"> <li>NVQ Level 3 in learning support/behaviour support or equivalent qualification/experience</li> </ul>



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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Experience in a behaviour base or similar environment</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Evidence of training or further learning in related field</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Specialist language/communication skills if appropriate</li><li>• Contribute to the development and implementation of effective systems to share and safeguard information</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good working knowledge of specialist curriculum area(s) if appropriate</li><li>• Good understanding of child development</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 in learning support/behaviour support or equivalent qualification/experience</li></ul>