**IEU Manager**

**Role and Purpose**

To manage the Academy Internal Exclusion Unit, as part of the Academy’s behaviour management strategy (alternative to exclusion).

**Key responsibilities**

* To be an integral part of the Pastoral team which include Progress Leaders, Pastoral Leaders, SENDCO and Safeguarding Leads
* Maintain high standards of behaviour in the IEU.
* To liaise with subject leaders and teaching staff to ensure that students have appropriate and sufficient work to complete.
* Conduct interviews with students in the IEU to ensure they are aware of the procedures and required standards and to reinforce the reasons for the sanction.
* Maintain appropriate records of communication with parents and students via CPOMS and SIMS.
* To communicate to staff the daily IEU register.
* To provide statistical reports and analysis on internal exclusion referrals, monitoring and evaluating the work of the IEU.
* To maintain accurate records and update SIMS and CPOMS with accurate information regarding internal exclusion.
* To develop programmes of work for student to complete during internal exclusion in liaison with subject leaders so that student learning is maximised.
* To develop restorative practices to modify and improve behaviour and improve relationships between students and staff.
* Complete exit interviews with students/parents ensuring communication records are updated and communicate with staff.
* Challenge and motivate students to promote and reinforce high levels of self-esteem
* Liaise with colleagues to ensure students in the IEU are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
* Communicate set work to students and offer help and guidance as required.
* To lead parts of meetings specific to the IEU and behaviour management strategies.
* undertake additional duties (when no student has been referred) e.g. On call, in-class behaviour support, student mentoring