

STUDENT SUPPORT & GUIDANCE OFFICER – INTERNAL SUSPENSION

JOB ROLE

Reporting to Assistant Headteacher.

- Uphold high expectations around uniform and behavior.
- Management of students in Internal Suspension (IS).
- Liaise with Teaching staff to provide work for students in IS.
- Administration of IS and detentions.
- Ensure communication with all students, staff and parents are effective.
- Facilitate reconnections with staff when appropriate.
- Focus on positive behaviour strategies within the school.
- Ensure students are well supported in the room and return into lessons demonstrating a positive attitude to learning.
- Monitor behaviour data around students accessing IS.
- Creation, tracking and logging of serious incident packs.
- Support with cross-school suspension tracking.

