



CORPUS CHRISTI

We are His body, living and learning as one.

Internal Exclusion Manager – Saint Paul’s Catholic High School

Role: Internal Exclusion Manager

Salary: Grade 5 scp. 13-19 pro rata to £24,948 - £27,852 (£13.67 - £15.26 per hour)

Actual salary: £21,459 - £24,497

Hours: Full Time 35 hours per week for 39 weeks per year during the school term time

Required: ASAP

Contract: Permanent

Corpus Christi Catholic Academy Trust wishes to appoint an Internal Exclusion Manager at Saint Paul’s Catholic High School to manage the internal exclusion centre which focuses on mentoring and behaviour modification.

Closing Date: Tuesday 28th November 2023 at 12 noon

Shortlisting Date: Friday 1st December 2023

Interview Date: Friday 8th December 2023

The main duties of the role:

- To manage the internal exclusions base which is an alternative to exclusions from school
- To ensure a rigorous learning environment in the exclusion room with high standards of behaviour
- Provide a high standard, purposeful learning experience and support for students

The successful candidate will:

- Have strong moral and ethical principles and values
- Be able to adapt and respond appropriately to challenging situations
- Be someone who is enthusiastic and motivated to challenge, inspire and motivate our students
- Be open to new ideas, committed to working as part of a team and of course have a good sense of humour

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from the other schools in this forward-thinking Catholic multi-academy trust at this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%
- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training
- A range of employee benefits which support your well-being that includes:
 - A confidential Employee Assistance Programme which is extended to members of your family
 - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
 - Flu vaccination clinics
 - Eyecare vouchers

If you would like to apply for the position, application packs are available from the Application Forms section of the Trust's website <https://www.corpuschristitrust/vacancies>. You should complete the CES Support Staff Application Form and return it by e-mail to: recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, satisfactory online/social media checks and appropriate overseas checks and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies. Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

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Please note CVs and agency referrals will not be accepted.