



United Learning
The best in everyone™

Briefing Pack for Applicants

Internal Exclusion Manager

February 2026

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Section 1 - Post Advertisement



Sheffield Park Academy
The best in everyone™

Part of United Learning

Job title: Internal Exclusion Manager
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Salary: £37,152.00 gross per annum pro rota actual of £34,522.78 per annum
Contract: Permanent, Full-Time, 37.5 hours per week, 42 working weeks
Start date: As soon as possible

‘Leaders are ambitious for all pupils to achieve highly’

‘This is a school where students care for students and are determined that they succeed’

OFSTED report, December 2022

Sheffield Park Academy are seeking to appoint an outstanding Internal Exclusion Manager. Our academy character values are Community, Ambition, Respect, and Endurance. You will need to embody and role model these to our students. The students who spend time in our internal exclusion rooms are those who are not yet meeting academy behaviour standards in classrooms or at social times – consequently they need the best people to support them in improving their behaviour, whilst still continuing their academic learning. Our mission statement is to create Sheffield’s influential young leaders of tomorrow and you will play a key role by providing the leadership to ensure that we have high levels of attendance for our students to give them the best possible chance of achieving key roles in their adult lives.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.
<https://www.welcometosheffield.co.uk/>

The successful candidate will have an awareness of safeguarding roles and responsibilities in education, be knowledgeable of local and national safeguarding developments, have good working knowledge of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and other national documentation relevant to the safeguarding of children in schools.

The post-holder will liaise with internal and external agencies to report, monitor and work alongside our families; we require a focussed professional who is organised and passionate about making a difference for

our students, academy and the local community. This is a challenging yet highly rewarding role at a supportive and welcoming school.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Westfield benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out 'the Best in Everyone' and we are dedicated to providing students and staff with every opportunity to reach their full potential and succeed with our support.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

We are looking for:

- Someone with an understanding of the developmental, emotional, social and educational needs of children and young people.
- Someone who will uphold the highest standards of professionalism and be a role model for our students
- Someone who wants to lead and direct their own area of school (the post holder will lead and manage one of our two internal exclusion spaces) and support students to continue their learning if they are internally excluded from their classroom for a period to time
- Someone with excellent written and oral communication skills.
- A team player.
- An attention to detail in their work
- Organised and punctual
- Someone who takes pride in their work.
- Good IT skills.
- You must have good organisational skills and a keen eye for detail.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please refer to the job description and person specification for further details.

If you would like to discuss this opportunity or arrange a visit to the schools, please email hr@unitedlearningyorks.org.uk

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **Closing date for applications is Sunday 22 February 2026.** Interviews will take place soon after the closing date.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – Letter from the Regional Director

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Principal of Sheffield Park Academy



Sheffield Park Academy

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with a good overview of the type of candidate we are looking for. **If you like what you have read or know about our school, I would advise you to get in contact with us either for a visit to the academy or a phone call (with me or one of my senior leaders) to find out more.**

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy, Fir Vale Academy, and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group. Our own academy character values of Community, Ambition, Respect, and Endurance filter through everything we do as a school and we aspire for all students, staff, and other members of our community to live these into being. We also subscribe to our academy strapline of 'One Community, One Park' to ensure our school is a place of strong values, together, and shared goals.

If you are aligned with our mission and values, we very much look forward to hearing from you.

As an academy, we will be relentless in our aim to provide ambitious and high-quality learning and education to the students of Sheffield Park Academy. In order to provide that, we are looking for colleagues who wish to make a strong and valuable contribution to positively shaping the lives of young people in our community.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Rob Watson
Principal
Sheffield Park Academy

Section 4 – Job Description



Job Description

Post title	Internal Exclusion Manager
Salary	Band 3
Responsible to	A member of the senior leadership team
Responsible for	The management and daily running of Internal Exclusion
Role purpose	Ensuring the excellent provision of internal exclusion for students
Relevant qualifications	Experience in a similar role. Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

- The postholder will oversee and manage one of the academy's two internal exclusion rooms.
- The postholder will ensure that the curriculum is followed by student who spend time in the internal exclusion spaces.
- Promote positive attitudes by students and families toward education and ensure that parents/carers are made fully aware of their statutory responsibilities. Assist parents/carers in improving their child's behaviour by liaising and communicating effectively with them.
- The post-holder will work closely with all stakeholders to ensure that students in the exclusion rooms are provided with education to help improve their behaviour, ready for their return to their normal classroom lessons.
- The post-holder will ensure attendance is recorded in the exclusion spaces and reported accurately.
- The post-holder will liaise and work with classroom teachers and Heads of Department to ensure that students are following the standard classroom curriculum whilst they spend time in the exclusion spaces.

- The post-holder will ensure that internal behaviour tracking systems are completed and up to date and will quality assure other staff's completion of internal behaviour tracking systems and will provide support to staff who require CPD on this.
- The post-holder will ensure that off-site direction and/ or fixed term suspension paperwork for students is processed, dealt with, and sent to other schools/ relevant stakeholders and authorities in a timely and efficient manner.
- The post-holder will ensure that and off-site direction students on our site are supported correctly and that all relevant paperwork, logging, and communication regarding OSD students is handled correctly.

Key Responsibilities

Responsibilities and Accountabilities

- To be responsible for line managing, training and supporting staff within internal exclusion, including other behaviour and pastoral team members who work within the same team as the postholder.
- Implement, review and maintain adherence to behaviour and internal exclusion policies.
- Be a major contributor to policies and procedures relating to internal exclusion.
- Have a clear focus on behaviour interventions to support students where there are areas of concern.
- Analysis of behaviour and internal exclusion data and implement strategic actions as a result.
- Plan interventions for students who regularly spend time in the exclusion spaces to support their reintegration to curriculum lessons.
- Set up and maintain effective systems in the Exclusion Spaces so that students understand the rules and expectations in these spaces
- Ensure that student's access and complete high quality curriculum work in the exclusion spaces
- Maintain a calm, productive, and safe space for students in internal exclusion
- Maintain and update internal behaviour tracking systems by logging behaviour incidents, cross-referencing between systems
- Quality assure the logging of behaviour incidents by members of staff and provide support and challenge for members of staff where appropriate.
- Complete relevant paperwork for offsite directions (OSDs) and/ or fixed term suspensions (FTS) and communicate this with relevant colleagues in school and with OSD partner schools in the city
- Ensure all appropriate records are maintained (paper and electronic) including the use of and updates on the Management Information System.

- Always treat parents/carers and students with the utmost respect.
- Ensure records of calls, correspondence, letters and e-mails, etc. for evidence purposes are recorded consistently.
- Analyse data relating to persistent absentees in order to develop strategies to improve this.
- Liaise with Safeguarding Leads where necessary
- Work in partnership with Heads of Year, Safeguarding and Pastoral teams.
- Liaise with the SENDCo and Medical Practitioners to maintain continuity of care for students with significant medical needs/physical disability.
- To be a part of the Leadership team in Inclusion with key colleagues.
- Maintain up to date knowledge and skills in accordance with service standards and specification through regular training and CPD.
- Contribute further to the academy by being on duty at the start and end of the academy day, as well as at break and lunch times where possible within the needs of the role.
- Be an integral part of the pastoral team.
- Support with the pastoral team's 'on call' rota where possible within the needs of the role.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 5 – Person Specification



Person Specification

Post title	Internal Exclusion Manager		
Salary	Band 3		
Education and Qualifications	Essential	Desirable	
Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).	X		
An understanding and knowledge of current education law and practices.	X		
Educated to Degree level.		X	
Experience	Essential	Desirable	
Experience in a similar role.	X		
Experience of working in an education or social work setting.	X		
Confidence in operating in a fast-paced environment.	X		
Maintaining positive relationships with a variety of different stakeholders.	X		
Experience of leading a team and line managing employees.		X	
Experience of managing and utilising Arbor or another educational Management Information System (MIS)		X	
A proven track record of working with outside agencies.		X	
Experience of working with multi-sites and multi-occupants.		X	
Knowledge and Skills	Essential	Desirable	
Excellent communication skills	X		
Excellent administrative and organisational skills	X		
Knowledge and understanding of strategies for school improvement.	X		
Ability to generate, organise and analyse data.	X		
Understands the Attendance role within safeguarding of our students.	X		
Ability to liaise positively with staff and students and be customer focused with a professional and friendly manner.	X		
The ability to develop and promote partnership working.	X		
Knowledge of the legalities regarding student attendance/admissions and an ability to ensure the academies are 100% compliant	X		
Strong IT skills, be competent in using systems, Word, Excel.	X		

Able to demonstrate initiative and find solutions to problems		
Knowledge of Local and National policies/initiatives including: <ul style="list-style-type: none"> • Child Protection and Safeguarding children • The Inclusion Agenda • Equal opportunities • Health and Safety • Customer Care and understanding the role and relevance of each. 		
Management and Leadership	Essential	Desirable
Leads by example and acts as a role model for professional behaviour and good practice	X	
Sets the pace for action and demonstrates commitment to achieving stretching goals.	X	
Translates broad strategies into clear objectives and practical action plans.	X	
Actively implements and encourages improvement processes.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Ability to deal tactfully and professionally with colleagues is essential.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Ability and willingness to travel daily to locations, attend meetings off-site with agencies and carry out home visits to parents/carers.	X	

Section 6 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 7 – Visitors/Contacts for Sheffield Park Academy

The academy is located in a thriving town close to the beautiful Peak District



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Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

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Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.