

 **AMBITION** | **RESPECT** | **BELONGING** 



Sir John Thursby Community College



Candidate Information Pack
Internal Exclusion Manager

Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw
Headteacher

Sir John Thursby Community College

Eastern Avenue, Burnley, BB10 2AT

Tel: 01282 682313

Email:

recruitment@sirjohnthursby.lancs.sch.uk

Website: www.sirjohnthursby.lancs.sch.uk

Headteacher: Mr M Renshaw

Internal Exclusion Manager

(Senior Learning Mentor)

**Part-time 2 or 3 days per week (Wed, Thurs & Fri), TTO + 1 week
Grade 7 Salary £31,067 - £35,235 (pro-rata to part-time, TTO hours)
To start: ASAP**

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

We are seeking to appoint an enthusiastic and resilient person with the knowledge and skills to provide support to targeted students: to raise achievement and attendance and help them to overcome barriers to learning.

Supervising students who are internally excluded, the successful candidate will create an orderly and purposeful climate for learning; developing and implementing programmes which promote positive behaviours and reduce disaffection in mainstream lessons. Leading on small group work sessions to target specific behaviours that are occurring in school.

You must have the ability to work on your own initiative in a calm, supportive, consistent manner as part of the wider Climate for Learning team.

Essential: Significant experience of successfully dealing with challenging behaviours.

Desirable: Experience of developing, implementing and ongoing evaluation of strategies and counselling programmes for students.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.



The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Monday 17th March 2025

Shortlisting: Wednesday 19th March 2025

Interviews: Friday 28th March 2025

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Sir John Thursby Community College

Role Profile - Operational Context Form

Post title: Internal Exclusion Manager (Senior Learning Mentor)					
Grade:	Grade 7	Staff responsibility:	No	Essential Car user:	No
Reporting to: Assistant Headteacher – Belonging - Climate					
<p>Scope of role:</p> <p>Work within the Climate for Learning Team to create a learning ethos based upon the school’s values and approaches. To act as a coach / mentor to a group of students addressing the needs of students and their parents/carers who require additional support to overcome barriers to learning.</p>					
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Learning Mentor post</p> <p>Accountabilities/Responsibilities – appropriate for this post:</p> <ol style="list-style-type: none"> 1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life. 2. Liaise with relevant staff to provide appropriate work for students who have been internally excluded in addition to using specialist knowledge and skills to provide support to targeted students to raise achievement and attendance and help them to overcome barriers to learning. 3. Supervision of students in internal exclusion. 4. Responsibility for managing effective and accurate reports for the leadership team on internal exclusion and the impact of specialist strategies used to help students be successful. 5. Maintain an orderly, purposeful learning environment within internal exclusion. 6. Managing the log of students who are referred to internal exclusion, evaluating effectiveness of the strategies employed and report to the Assistant HT - Belonging - Climate. 7. Develop close working links with parents / carers and collaborate with professional colleagues from support agencies. 8. Arrange for the provision of student lunches for internal exclusion. 9. Using specialist knowledge and skills to support individuals or groups of students whose behaviour needs to improve. 10. Liaise with members of the Climate for Learning team for the collection of students placed in internal exclusion. 11. Contribute to the development of programmes which promote positive behaviours and reduce disaffection in mainstream lessons. 12. Work with the Climate for Learning team to develop strategies to reduce the number of repeated referrals. 13. Support the Climate for Learning team before and after school ensuring an orderly and prompt entry and exit to school in-line with and beyond the school day as required. 					

14. Work with colleagues to respond to Education Plans, where they exist, for individual students, liaising with SENCO as appropriate.
15. Provide reports where required which contribute towards the specialist advice required in relation to the Statutory Assessment and Annual Reviews of students with emotional and behavioural needs whilst in the work room.
16. Encourage students to become actively involved in extra-curricular activities, which will raise their self-esteem.
17. Support the whole school rewards provision.

Additional supporting information – specific to this post.

- Undertake First Aid training.
- Undertake appropriate professional development identified as relevant to the role.
- Commitment to safeguarding and protecting the welfare of children and young people
- Satisfactory attendance record/commitment to regular attendance at work
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

Prepared by:	M Smith	Date:	February 2025
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Sir John Thursby Community College



Person Specification		
Job Title: Internal Exclusion Manager	Grade: 7	
Directorate: Children and Young People		
Establishment or team: Sir John Thursby Community College		
Requirements (based on the job description)	Essential € or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications Minimum 5 A*-C GCSEs or equivalent including English and maths Recognised and relevant NVQ Level 3 qualification or equivalent NVQ level 4 qualification or equivalent HLTA accreditation Recent relevant training in behaviour management or raising achievement First Aid Qualification	E E D D D D	A A A A A/I A
Experience Evidence of demonstrating good, positive behaviour management Significant experience of successfully dealing with challenging behaviours Significant experience of getting the best out of disaffected students Experience of working closely and successfully with outside agencies and parents Experience of developing, implementing and ongoing evaluation of strategies and counselling programmes for students Experience of working with Education Plans	E E E E D D	A/I A/I A/I A/I A/I A/I
Knowledge, skills and abilities Clear understanding of the barriers to learning and wellbeing Clear understanding of how to improve and support the behaviour of students Clear understanding of how to assess student progress Clear understanding of how to meet the needs of all students Good organisational, recording and tracking skills in order to monitor progress of students in the workroom Effective use of ICT Clear understanding of strategies to raise the self-esteem of students	E E E E E E D	I I I I I I I
Personal Qualities Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard Ability to relate well to young people, to like young people and be liked by them Ability to build effective working relationships Good communication skills	E E E E	I I I I

Excellent listening skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Ability to remain calm under pressure	E	
Time management skills	E	
Organisation and administrative skills	E	
Knowledge of the concept of confidentiality	E	
Knowledge of the National Curriculum	E	
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people.	E	
Commitment to equality and diversity.	E	
Commitment to health and safety.	E	
Commitment to attendance at work.	E	
Commitment to undertake in-service training.	E	
Prepared by: M Smith	Date: February 2025	
Note: We will always consider your references before confirming a job offer in writing		

**SIR JOHN THURSBY COMMUNITY COLLEGE
STRATEGIC VISION AND VALUES 2022-2025**

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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