

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

University Academy Holbeach



Job Application Pack: Internal Exclusion Centre Manager

Part Time

Salary: G3-G4, £12,933 - £14,215 (Actual) 0.5216 FTE

Start date: 1st September 2026

Principal's Welcome

Welcome to University Academy Holbeach (UAH). I am delighted that you are interested in applying for the position of Internal Exclusion Centre Manager with us.

UAH is an 11-18 secondary, serving young people in the surrounding towns and villages. This is a unique school with a strong vocational offer that enables youngsters to study traditional GCSEs alongside courses such as Motor Vehicle, Brickwork, Electrical Installations and Hair & Beauty.

We have over 1390 pupils on roll, including over 200 students within our Sixth Form, studying a combination of A-Levels, T-Levels and Vocational & Technical qualifications.

We uniquely offer an Apprenticeship programme, supporting local employers and providing training for an average of 130 learners at one time.

Our ethos is built on mutual respect, underpinned by an understanding of the benefits of hard work. We encourage all our learners to make the best of their ability and to strive for the highest possible standards.

Our curriculum is broad and balanced, ensuring our learners experience high quality teaching in state-of-the-art classrooms and suites.

We invite you to explore our website to gain a deeper understanding of the life at UAH, and we look forward to welcoming dedicated, passionate professionals who share our commitment to cultivating a culture of high expectations, ambition, and success for all.

If you require further information, please visit our website, www.universityacademyholbeach.org or email us at enquiries@uah.org.uk

For further information about our Trust, University of Lincoln Academy Trust (UOLAT), please visit www.uolat.co.uk

Sheila Paige
Principal



About the Role

Thank you for your interest in the position of Internal Exclusion Manager at UAH. We are excited to appoint an enthusiastic and highly motivated individual to lead our reflective provision.

This position is a key pastoral role where your work directly supports the education, and wellbeing of our learners. As our Internal Exclusion Centre Manager, you will be the driving force behind modelling and shaping positive behaviour for our pupils.

Interested candidates will have:

- Experience in working with young people.
- Experience in pro-active intervention to support pupils.
- Excellent organisational skills.
- The ability to foster and maintain positive and supportive relationships with pupils and the school community.
- A calm, proactive, and solutions-focused attitude.
- To be organised, resilient and have the ability to support pupils with their learning and behaviour.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

University Academy Holbeach is committed to the safeguarding and promoting the welfare of children and young people. All pre-employment checks undertaken are in line with “Keeping Children Safe in Education”.

All posts are subject to an enhanced DBS check and Child Protection screening.



How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion please contact Donna Allen using donna.allen@uolat.co.uk who will arrange this.

Closing Date: Wednesday 14th July 2026 (9am)

Apply on MyNewTerm and complete all sections in full.



Interviews: To be advised.

References will be obtained after shortlisting and prior to interview.
Please ensure that contact details are accurate.

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

Internal Exclusion Centre Manager Job Description

Ambition | Inclusion | Integrity

Job Title: Internal Exclusion Manager

Salary: G3-G4 £12,933 - £14,215

Start Date: 1st September 2026

Reports to: Vice Principal

Part Time

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

- *To organise effectively the Internal exclusion room, ensuring the Internal exclusion logs and records are kept up to date. Ensure students who are booked into Internal exclusion are well supported and managed. To support with interventions to prevent repeated Internal exclusion for students.*

Specific areas of responsibility and key tasks

Key Responsibilities

- To manage students within Internal Exclusion ensuring that they are provided with appropriate work and ensuring work is returned to relevant staff promptly.
- To ensure Internal Exclusion logs are kept up to date and that all paperwork is completed.
- To complete reflections with students accessing Internal Exclusion and circulate at the end of the day to Heads of Year.
- Collate information regarding repeat referrals to Internal Exclusion and share with SLT.
- Support in the delivery of Interventions for students accessing Internal Exclusion, including restorative behaviour booklets.
- To ensure SLT link, SENCo and Heads of Year are kept fully informed of student issues as appropriate.
- To take full and accurate statements from students and staff as required.
- Follow up with a restorative justice approach as agreed with the SLT and Heads of Year.
- Demonstrate and ensure high standards of behaviour.
- Ensure behaviour hotspots are identified and supported proactively.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.

	<ul style="list-style-type: none"> • Create and maintain positive and supportive relationships with staff, parents and all other stakeholders. • Be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times. • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. • Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead and Deputy. • Be aware of and comply with the codes of conduct, regulations and policies of the UoLAT and its commitment to equal opportunities. • To promote a flexible approach to meet the changing needs of the Academy. • Promote high standards of behaviour and order within the Academy.
<p>Requirements for all colleagues</p>	<ul style="list-style-type: none"> • Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description. • To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer. • To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct. • To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability. • To attend staff briefings, meetings and training sessions as required.

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

Internal Exclusion Person Specification

Ambition | Inclusion | Integrity



Site Manager Person Specification

a) Training, qualifications, skills and experience	Essential	Desirable
<i>GCSE in Maths and English A*-C (or equivalent)</i>	Y	
<i>Experience working in a school environment</i>		Y
<i>Good command of formal English.</i>	Y	
<i>Knowledge of health and safety legislation.</i>		Y
<i>Strong organisation and communication skills.</i>	Y	
<i>Competent ICT skills e.g. excel and word</i>	Y	
<i>Be well organised, honest, reliable and flexible in your approach</i>	Y	
b) Personal Attributes	Essential	Desirable
Excellent communication skills, both written and oral	Y	
Self-motivated, enthusiastic, optimistic and energetic	Y	
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations	Y	
An appreciation of the school environment and learning needs of pupils	Y	
Resilient / Emotional resilience	Y	
Flexible and positive approach to new challenges and opportunities	Y	
Ability and willingness to follow instructions	Y	
Professional approach and dress	Y	
A willingness to undertake all training as required	Y	

High attention to detail	Y	
Excellent attendance, punctuality and organisation	Y	
Ability to self-evaluate and reflect	Y	
Attention to detail and high standards of work	Y	
Ability to be respectful and promote equality of opportunity, inclusion and diversity at all times	Y	
c) Safeguarding	Essential	Desirable
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures	Y	
A commitment to the welfare and safeguarding of children and young people	Y	
A commitment to promoting the welfare of young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

Park Road
Holbeach
Spalding
Lincolnshire
PE12 7PU

enquiries@uah.org.uk

01406 423042