



WE ARE ASTREA

Assistant Behaviour Manager

ASTREA ACADEMY SHEFFIELD  
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





## O PEN LETTER FROM OUR INTERIM PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

**Emma Glover**  
Interim Principal



## JOB DESCRIPTION

<b>SALARY</b>	SCC Grade 4 – Scale point 7-12 (actual salary £17,965 – £19,834)
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	37 hours, Term Time Only + 2 weeks (5 INSET days + 5 additional days)
<b>START DATE</b>	ASAP

### Purpose

The Assistant Behaviour Manager plays a pivotal role in the daily school experience of a designated cohort of scholars – specifically those scholars where their first language is Roma, Slovak, Romanian and other Eastern European languages. The Assistant Behaviour Manager will support the pastoral welfare and academic performance of the scholars in this designated cohort. They will act as a role model as well as an inspirer and an enforcer of our academy ethos; bolstering the relationship between the scholars, their parents/carers, the community and the academy.

### Key Responsibilities

- ★ Be the main point of contact for parents/carers, community spokespeople representing the designated cohort. This includes supporting the Pastoral and Inclusion teams with arranging and hosting parental meetings, consultations etc
- ★ Mentor and coach scholars (across a designated cohort) to support their personal development and wellbeing by designing and delivering programmes on a 1:1 or small group basis
- ★ Monitor and support scholars in lessons and learning to support their academic performance by working alongside the teaching staff to plan and deliver learning to scholars
- ★ Support the language needs of the designated cohort by acting as an interpreter in lessons and in meetings
- ★ Promote and monitor the attendance and punctuality of the designated cohort, taking action to increase the attendance to the academy. Conduct home visits (HV) to discharge safeguarding duty as well as to increase attendance to the academy
- ★ Promote and monitor the highest standards of scholar conduct (behaviour and attitudes) in and around the academy – particularly in lessons, taking action to improve conduct in the academy.
- ★ Ensure safeguarding of scholars is the utmost priority and that all procedures, processes and practices in this respect are followed by self and others
- ★ Liaise with the Safeguarding and Attendance teams to support scholars across a designated cohort and the academy as required
- ★ Liaise and support the Pastoral Team in their roles in supporting scholars in and around the academy – particularly in lessons
- ★ Liaise and support the SENDCo and Inclusion Teams in their roles in supporting scholars in and around the academy
- ★ Liaise with external agencies and organisations, including community organisations as appropriate and required
- ★ Organise and conduct admissions meetings for new scholars where English is an additional language. Provide an interpretation service for families for the admissions process
- ★ Attend re-integration meetings for scholars returning from suspension
- ★ Carry out supervisory duties of scholars throughout the academy day; including before and after academy start and end times; including being on patrol to support scholars being in lessons
- ★ Be a high-profile presence during the academy day and at academy events such as Scholar Review Evenings and celebration events



- ★ Organise high-profile events and enrichment at the academy to promote the inclusion of the designated cohort
- ★ Represent the academy within the local and wider community as required

### Managing Own Performance & Development

- ★ Take a proactive approach to professional development and to participate in training opportunities and other learning activities as required including participation in the academy's Appraisal and Probationary procedures;
- ★ Attend and actively participate in regular team and academy meetings
- ★ Prioritise and manage own time effectively to balance all the demands made in this role
- ★ Strive to achieve challenging professional goals and develop the resilience needed to overcome stressful situations
- ★ Be a self-critical and reflective practitioner

### Professional Expectations

- ★ Uphold the academy's ethos and expectations of professional standards as exemplified in the Staff Code of Conduct and by complying with the requirements of all academy and Trust policies, especially those relating to safeguarding/child protection, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person
- ★ Follow reasonable management instructions and follow requests for re-deployment of roles, year groups etc. as is commensurate with the grade of the role
- ★ Have high expectations of scholars' and build successful relationships centred on respect, high expectations, aspirations and the core purpose of teaching and learning
- ★ Establish a purposeful learning environment where diversity is valued and where scholars' feel safe, secure and confident
- ★ Recognise and respond effectively to equality issues as they arise in the classroom, challenge stereotyped views, bullying and harassment in accordance with academy policy and procedures
- ★ Promote the academy/Trust positively and participate in promotional events such as Open Evenings and not to undertake any activities that may bring the academy's/Trust's name in to disrepute
- ★ Carry out the terms and conditions of employment as detailed in the employee's contract
- ★ Ensure equality of opportunity is afforded to all persons both internally and external to the academy/Trust and actively seeking to eliminate any direct or indirect discriminatory practices/behaviours

### General

- ★ Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Furthermore, applicants are required to inform the academy of any such convictions/cautions throughout their period of employment
- ★ Applicants should note that the academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check
- ★ The post-holder will be subject to ongoing Enhanced DBS checks – with effect from the first date of employment
- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Employees will be expected to comply with any reasonable request from those in a position of responsibility, to undertake work of a similar level that is not specified in this job description
- ★ Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.
- ★ To be familiar with, implement and comply with all relevant academy and Trust policies, procedures and Codes of Conduct. All staff have a responsibility to safeguard and promote the welfare of students and young people within the academy.



- ★ ★ To be responsible for ensuring that own professional development is updated as needed.
- ★ ★ To support other academies with safeguarding /behaviour & safety as directed.
- ★ ★ To travel as required to attend meetings or training (costs to be reimbursed beyond travel distance to normal place of work)
- ★ ★ To work beyond the guide hours or within holidays, using the additional contracted time as required.
- ★ ★ This job description may be reviewed and amended at any time to reflect the requirements of the role.



# PERSON SPECIFICATION

## EXPERIENCE

- ★ ★ Relevant experience in a similar role
- ★ ★ Experience of working within a school environment
- ★ ★ Experience of working with young people and/or adults with English as an additional language

## EDUCATION & QUALIFICATIONS

- ★ ★ GCSE English & Maths grade C or above (or equivalent)
- ★ ★ Willingness and ability to obtain and/or enhance qualifications and training for the development in the post
- ★ ★ Education up to A-Level/Level 3 standard
- ★ ★ Safeguarding or related qualification is desirable

## SKILLS & KNOWLEDGE

- ★ ★ Excellent written and oral communication skills
- ★ ★ Be able to work in partnership with parents
- ★ ★ Ability to work on multiple tasks of varying difficulty through the day
- ★ ★ Sound knowledge and understanding of child development and the needs of children and young people
- ★ ★ Awareness of the impact of family social and environmental factors on the life chances of children and young people
- ★ ★ Demonstrate a willingness and enthusiasm for training and progression.
- ★ ★ Able to communicate and relate well with colleagues and scholars in a polite professional and friendly manner at all times.
- ★ ★ Able to work on own and with a team with little day to day supervision.
- ★ ★ Be friendly and have a flexible approach to work
- ★ ★ Be enthusiastic
- ★ ★ Have a calm and confident manner
- ★ ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ ★ Effective time management
- ★ ★ Commitment to young children, their families and the community.

### **This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*