



BIRKDALE HIGH SCHOOL

Southport
Learning
Trust

NIHIL NISI BONUM



RECRUITMENT PACK

BEHAVIOUR & INCLUSION SUPPORT ASSISTANT

ABOUT US

Birkdale High School is an oversubscribed and successful all-boys 11-16 comprehensive academy with an excellent reputation, outstanding pastoral care and consistently above national average academic results. We are also proud to be part of the [Southport Learning Trust](#).

The Headteacher and Governors are seeking to appoint an enthusiastic and committed individual to join our Pastoral Team in January 2026. The successful candidate will provide support for students in a pastoral capacity, particularly in the area of Behaviour and Culture. The post holder will support the pastoral team, including the Assistant Headteacher (Behaviour & Culture) and the Heads of Year.

The successful candidate will be able to use their own initiative whilst also being able to relate well and quickly establish a rapport and high level of trust with young people. The person appointed will be committed to securing improved outcomes for pupils while demonstrating flexibility and being able to work constructively as part of a team.

The ideal candidate will have strong communication and organisational skills, in addition to high expectations of behaviour and culture, natural compassion and empathy, and a desire to safeguard children both in and outside the school environment. Training will be offered to the successful candidate to ensure that all aspects of the role can be undertaken successfully.

Ultimately, we aim to provide our boys with an excellent, well sequenced and considered curriculum, founded upon key core knowledge and the development of essential life skills such as reading, academic curiosity and the tools to be life-long learners. In addition, we are passionate about developing pupils' character and ensuring that the boys become well-rounded and empowered young men.

This is an exciting opportunity for a professional with a strong interest in developing exemplary behaviour in young people and who has the capacity not only to work within well established school systems but to develop them further.

Finding the right school is always important. Candidates are strongly encouraged to visit the school prior to the closing date. You will have the opportunity to meet the Headteacher and Assistant Headteacher, tour the school, and most importantly, gain a flavour of the fantastic learning environment whilst meeting some of our wonderful boys. Please contact Karen Anslow, PA to the Leadership Team on kanslow@birkdalehigh.co.uk

We are really looking forward to meeting you.

Gareth Banks
Headteacher





APPLICATIONS

CONTRACT: FULL TIME - PERMANENT - TERM TIME ONLY

CLOSING DATE: FRIDAY 14 NOVEMBER 2025 AT 12PM

INTERVIEW DATE: WEEK COMMENCING MONDAY 17 NOVEMBER 2025 (or earlier if the school decides to interview prior to the closing date)

SALARY: SCP 12-19 (£28,598 - 32,061 per annum pro rata)

Actual salary - £24,180 - £27,108 per annum

START DATE: As soon as possible

PLEASE SEND APPLICATIONS TO RECRUITMENT@BIRKDALEHIGH.CO.UK

CVs will not be considered

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

Along with the application form, please provide a supporting statement of no more than **1000 words** that illustrates your suitability for the job, referencing the job description, person specification and your relevant experience.

Further details and an application form can be downloaded from www.birkdalehigh.co.uk or obtained from Ms Karen Anslow at the school.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

PERSON SPECIFICATION

BEHAVIOUR & INCLUSION SUPPORT ASSISTANT

E = Essential; D = Desirable

L - Supporting Letter, I - Interview, A - Application Form

Specification		Evidence
Ethos	- Support for the aims and objectives of Birkdale High School - A commitment to support the school's safeguarding agenda - A commitment to work and liaise with members of the school community	All Essential - L & I
Qualifications / Training	- English & Maths at Grade 4 Level 2 GCSE or equivalent - Other relevant qualifications eg Level 3 qualifications - Other relevant qualifications eg undergraduate degree in education - Training in relevant area eg safeguarding, social work - Social work/safeguarding specific qualifications	E - A E - A D - A D - A D - A
Experience	- Working with pupils in a high school or in another young person setting for a minimum of 2 years - Working with families in a supportive context - Leading a team to deliver a specific intervention strategy - An excellent awareness of behaviour, especially within a school setting - An excellent awareness of safeguarding, especially within a school setting - An excellent awareness of inclusion, especially within a school setting - Implementing a successful specific targeted intervention plan - Evidence of successful outcomes for pupils or young people - Working with young people with medical conditions	E - A & I D - A & I D - A & I E - A & I E - A & I E - A & I E - A & I E - A & I D - A & I
Knowledge and Skills	- The ability to quickly form relationships with pupils built upon trust and respect - The ability to inspire others and motivate a team - The commitment and ability to embrace and implement a shared vision - Excellent interpersonal skills reflected in the ability to lead and work with colleagues - Thorough understanding and ability to use a range of IT applications - A commitment to safeguarding of students - A knowledge of relevant policies, codes of practice and legislation relating to whole school and SEND - A knowledge and awareness of the issues surrounding the safeguarding of pupils in schools - An up-to-date knowledge of support offered by local authorities - The ability to facilitate and/or lead the training of pupils, parents and staff	E - L, A & I E - I E - L & I E - I E - L & I E - L & I E - L & I E - L & I E - L, A & I E - L & I E - L & I

JOB DESCRIPTION

Behaviour & Inclusion Support Assistant

Main Purpose	• To provide support for students and families with emerging behavioural or pastoral needs and contribute to more complex cases through effective communication, meetings, developing action plans, coordinating and signposting appropriate school systems, process and interventions. • To assist the Assistant Headteacher responsible for Behaviour and Attitudes with the implementation and administration of the school pastoral systems. • To assist the Heads of Year in their day to day function by helping to triage and coordinate the response to pastoral needs arising during the school day. • To be a trusted adult in the school and be part of the wider safeguarding team. • To contribute to the development of the whole school culture of belonging. • To support and contribute to the whole school attendance strategy, promoting this as a whole school priority. • To lead on designing and implementing systems for improving and sustaining pupil punctuality. • To take on an appropriate range of supervision duties to support the pastoral team at break and lunch times.
General Responsibilities	• To support and promote the school's aims and objectives. • To support and promote the aims and vision of the Southport Learning Trust. • To ensure a duty of care at all times to safeguard and promote the welfare of all students in line with statutory responsibilities. • To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors. • To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff. • To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors. • To actively engage with the performance management process and continue with personal and professional development. • To adhere to school policies and procedures as set out in the staff handbook and other documentation available. • To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.
Pastoral Support	• Work with Heads of Year and SLT to ensure that our Routines for Learning are consistently adhered to and that pupils are Safe Respectful Ready. • Liaise with Heads of Year and SLT to inform of any pastoral issues, especially those that require further attention and intervention. • Liaise with staff on matters of pupil conduct, effort and progress. • Act as a source of pastoral support, advice and expertise for staff, parents and agency partners • Liaise sensitively and effectively with parents/carers to promote cooperative working and support the progress and success of their child. • Support the progress of students who are not attending school or educated at off-site provisions, liaising with the attendance team, alternative provisions and the Local Authority. • Provide pastoral & behavioural support to students . • Support the school's use of pupil data to monitor pupil achievements and identify pupils who are underachieving. To agree appropriate follow up, in consultation with the line manager, including mentoring identified pupils. • Organise work for absent pupils where appropriate • Working together with other heads of departments to organise and support at events including Transition, Option Choices, Work Experiences, etc.

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Behaviour & Inclusion Support Assistant

Managing Behaviour	• Respond professionally and compassionately towards all pupils whilst maintaining the school's high expectations of behaviour and attitudes. • Refer to the school's behaviour policy and make informed judgements on the best course of action to take following an incident. • Take appropriate action and provide support where there are concerns about discrimination linked to protected characteristics. • Be vigilant in the identification and responsiveness to bullying • Support pupils and staff with the reintegration process • Refer cases to police where a crime has been or may have been committed. • Attend and participate in meetings with external agencies as appropriate. • Discuss pastoral concerns with parents/carers and signpost and refer to appropriate agencies for support as required. • Liaise with partner schools to share best practice. • Undertake home and alternative provision visits where necessary. • Undertake training as appropriate. • Be aware of external factors affecting pupils' behaviour and progress such as social pressures, local context and peer relationships
Record Keeping	• The Behaviour & Inclusion Support Assistant has responsibly, along with the Heads of Year and SLT, to keep detailed, accurate and secure written records of pastoral concerns, incidents and interventions. These records are confidential and should include a chronology of concerns, referrals, meetings, phone calls and emails. • Ensure that Arbor is being used effectively to record incidents, detentions, internal exclusions, suspensions and permanent exclusions.
Support for Pupils	• Establish and maintain relationships with individual pupils and groups. • Contribute to Individual Education/Behaviour Plans as appropriate. • Promote pupils' social and emotional development. Contribute to the health and well-being of pupils. • Support pupils to access the curriculum. • Undertake joint home visits as appropriate and in line with school policy • Invigilate examinations in exceptional circumstances
Support for the Curriculum	• To participate and contribute to whole staff training and Continuing Professional Development. • To attend meetings as directed in the school calendar. • To work collaboratively with all colleagues. • To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.
Support for the School	• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). • Contribute to the school ethos, aims and development/improvement plan. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training and other learning activities as required. • Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours. • Accompany teaching staff and pupils on visits, trips and out of school activities as required.

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Behaviour & Inclusion Support Assistant

Support for the Community	• To ensure effective communication/consultation as appropriate with the parents of students. • To contribute to and actively engage with the school liaison and marketing activities as appropriate. • To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
Other Specific Duties	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school 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.



Windy Harbour Road,
Southport PR8 3DT



01704 577253



mail@birkdalehigh.co.uk



www.birkdalehigh.co.uk



@birkdale_high_school



@BirkdaleHS



@BirkdaleHighSchool



**EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD**