

THE HEATH SCHOOL

Part of The Heath Family Multi Academy Trust



Behaviour Intervention Manager Vacancy

Information for Candidates

**Executive Principal: Mr J Jardine
Head of School: Mr M Tudor**

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Ref: MT/MW

May 2022

Dear Applicant

Re: Post of: Behaviour Intervention Manager

Thank you for your enquiry regarding the vacancy for the above named post. The successful applicant will work with our students to overcome barriers to learning and facilitate their educational success.

This pack has been prepared to help you with your application and includes:

- Information about the school
- The job description
- The person specification

Your completed application form should be returned to me either by post or by email to my PA, mwadsworth@heathschool.org.uk by the closing date of 23rd May 2022. Interviews will be held as soon as possible after that date. If you have not heard from the school within three weeks of the closing date, your application has not been successful at this time.

The Heath School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.

This post is subject to an enhanced DBS (formerly CRB) check. If you require any further information, please call 01928 576664.

I look forward to receiving your application.

Yours sincerely



Mark Tudor
Head of School



THE HEATH SCHOOL

The Heath is a highly successful 11-16 Comprehensive school in Runcorn with 1202 students on roll. We are one of eight schools in The Heath Family (NW) multi academy Trust. The school is supported by outstanding teaching and support staff, which results in true personalisation of learning and greater outcomes for all students.

Students and parents want a school that has the highest expectations of learning and discipline, and one where students are happy and safe. The Heath fulfils these wishes as a strong learning community in which every individual is valued.

The staff are dedicated, passionate and committed. The School's mission is to promote the development of all its students so that they are able to achieve their full potential academically, socially and emotionally and that they can lead productive and happy lives.

We seek to ensure that academic potential is fulfilled by valuing the work of all students. There is a consistent focus on securing an outstanding quality of education for all students at the school, delivering a curriculum that is engaging and lessons which are challenging, providing a wider learning experience and excellent standards of behaviour. Students' progress is regularly measured and appropriate additional support and guidance is given where it is needed.

Students are placed in teaching groups most suited to their ability and these teaching groups are regularly reviewed. Success is celebrated and students are rewarded in a variety of ways for their efforts. Students are provided with a range of opportunities to develop themselves outside of the classroom through our significant extra curricular offer, which includes trips across the UK and abroad. Everyone involved with the School is fully supportive of the values, opinions, beliefs and decisions of each and every individual who attends. The Heath is a truly inclusive school.

JOB DESCRIPTION



Department: Centre for Student Intervention (CSI)

Job Title: Behaviour Intervention Manager

Responsible to: Vice Principal, Behaviour and Attendance

Grade: NJC Grade 5 points 12 to 17

Overall Purpose of the Job:

To contribute and be committed to the implementation of the school's vision. To support the process of engaging children and young people in a full and personalised learning programme to maximise progress. To remove barriers to learning and reduce exclusions. Responsible for the every day running of the CSI Behaviour Centre reporting to the Vice Principal for Behaviour and Attendance and liaising with the Head of School & SLT, Teaching, relevant non teaching and support staff, LA representatives, external agencies and parents.

Hours of Work

The post is offered as full-time during school term time only (plus 5 INSET days and 5 days Summer School). Normal duty hours for this post will be 40 per week. In any working day a ½ hour lunch break is allowed for. Within this framework some flexibility may be possible

Summary of the main aspects of the post

- To take ownership and accountability through the effective leadership of the CSI Behaviour Centre
- Provide an effective space for students to reflect and support them with their 'next steps' decision making process, developing their social and emotional intelligence
- Build positive relationships with students and families through communication and implementation of the centre's behaviour support strategies
- To record, monitor and evaluate the attendance of progress of all students attending the centre
- To report back to Vice Principal (Line Manager), Head of School and SLT on the progress of students, effective strategies and areas for development

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- To liaise with SLT and Progress Coordinators to facilitate the decision making process around attendance by students to the centre
- To communicate with all staff around the attendance of students to the centre
- To utilise the school SIMS and Class Charts system to identify students who are constantly challenging acceptable school behavioural rules
- Produce a variety of resources for the student/parent/carer to support an individual's personalised learning programme taking into account a student's interests, language and cultural background
- To ensure work set for students is at the correct level and differentiated when necessary. Record progress made on the work attempted
- To assess the behaviour issues of individual students and recommend a specific course of study and a specific period of time to be spent in the behaviour unit
- Deal with students on return from exclusion, where applicable
- To develop reintegration packages for students
- Support reintegration work in classrooms
- Support school detentions
- Attending relevant meetings and in-service training provided
- Use ICT effectively
- Complying with the policies and procedures of the school with specific reference to safeguarding, child protection, race equality, health and safety and confidentiality, reporting concerns to the appropriate person
- Contributing to the overall aims and ethos of the school
- Participating in the performance review process
- Run circle time and behaviour tutorials
- Liaise with parents and attend designated meetings
- Liaise with and have knowledge of outside agencies eg EWO, Social Services, YOT, Addaction, Catch 22, Barnardos, Canal Boat Project etc.

To undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job.

This job description will be reviewed annually and may be subject for amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION
Behaviour Intervention Manager

ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications <ul style="list-style-type: none"> • Good level of general education including GCSE Maths and English 	<ul style="list-style-type: none"> • Relevant qualification linked to the role • Educated to A-Level or equivalent • First Aid Qualification 	Application Qualifications
Experience <ul style="list-style-type: none"> • Excellent communication skills, oral and written • Evidence of using Microsoft Office software (word processing, spreadsheets) • Evidence of having worked with students 	<ul style="list-style-type: none"> • Experience of working in an education setting 	Interview Application Reference
Knowledge, skills and abilities <ul style="list-style-type: none"> • Well organised • Highly developed verbal and written communication skills • Ability to work individually or as part of a team Knowledge of: <ul style="list-style-type: none"> • pastoral systems • approaches to working with parents of disaffected students • positive approaches to empowering and enabling students and parents/carers to help themselves • Ability to learn quickly about new procedures • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	<ul style="list-style-type: none"> • Understanding of the aims and vision of the School • Ability to work outside of normal hours if required 	Interview Application Reference
Qualities <ul style="list-style-type: none"> • Enthusiasm and positivity • Friendly with a 'can do' attitude • Resourceful and creative • Ability to work flexibly and cooperatively within a team • Sense of humour • Committed to high quality 		Interview Reference
This post is subject to an Enhanced DBS (CRB) check		

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The Selection Process

The interview process will involve:

- A tour of the school
- Formal interview

We look forward to receiving your application.

Deadline for receiving applications: 23rd May 2022