



Haberdashers'
Knights Academy

Behaviour Manager for Internal Exclusion Recruitment Pack

September 2024



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of Behaviour Intervention Manager/Internal Exclusion. This is an exciting opportunity to make a major contribution to the Academy's continued success.

We are looking for a Behaviour Intervention Manager/Internal Exclusion who will be able to confidently support pupils in their pastoral development under the guidance of the Knights Leadership Team (KLT). You will maintain appropriate standards of pupil behaviour in the Internal Exclusion Room in accordance with Academy policy. Additionally, you will ensure that the Internal Exclusion Room procedures are adhered to and the environment is maintained to a good standard.

To succeed in this role you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner. We recognise talent and will help you to develop in this role with a professional development plan in a very successful environment. We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development.

Haberdashers' Knights Academy is a vibrant, diverse 11–18 school community with a relentless focus on high expectations and aspirations. We are committed to our vision of ensuring that our children get the best start in life 'to achieve their full potential personally, academically and socially'. We achieve this vision through our shared 'ASPIRE' values of Accountability, Self Discipline, Partnership, Integrity, Respect and Excellence, helping pupils to turn their ambitions, into success. We have high expectations of our pupils, celebrating the success of the collective and each child as an individual, in equal measure. This means as well as maturing into well-rounded, healthy young people, our pupils develop their confidence, passion for learning and curiosity for life.

We are part of the Haberdashers' Academies Trust South, which has been educating children in South East London since 1876. In January, Ofsted judged that we continue to be a 'Good' school, enabling pupils' to succeed through an engaging and stretching curriculum, high-quality teaching, and a vast range of extracurricular and culturally rich opportunities.

The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust and allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you into our Knights Academy school community.



Dr Tesca Bennett
Executive Principal
Haberdashers' Knights Academy



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

“At Knights Academy we have a diverse staff body which represents the students and families that we work with, and I feel part of a community and that I am able to make a difference.

Knights has been a place I have been able to develop my career, I have trained on the job and been internally promoted”

Mr Brinsdon, Deputy Safeguarding Lead and Pupil Support Manager

Haberdashers' Knights Academy

Role Description

Job Title: Behaviour Intervention Manager for Internal Exclusion

Contract type: Permanent

Salary: Scale 5 S17-20pro rata, £26,994 –£28,810 (actual salary)

School/ Service: Haberdashers' Knights Academy

Location: Launcelot Road, Bromley BR1 5EB

Hours per week: 35 hours per week, Term Time only, 42.9 weeks

Accountable to: Assistant Principal

About the role

This role is crucial in providing exceptional pastoral care to students, ensuring their well-being and fostering positive relationships that support their personal and academic growth. Reporting to the Assistant Principal and working closely with the Knights Leadership Team (KLT), you will play a pivotal role in nurturing an inclusive and supportive environment that upholds the highest standards of behaviour and achievement for all students.

You will be responsible for the smooth management of the Internal Exclusion Room, maintaining high expectations of student conduct in accordance with the Academy's values and policies. Your focus will be on promoting a culture of accountability, self-discipline, partnership, integrity, respect, and excellence. By fostering these values, you will help create an environment where every student is encouraged to take responsibility for their actions, strive for excellence, and build respectful relationships. Through positive reinforcement and guidance, you will ensure that all students meet and exceed the school's expectations, contributing to a thriving, supportive community.

In addition, you will monitor targeted students including those requiring additional pastoral and behavioural support, ensuring that every student is given the opportunity to succeed. You will work directly with pupils to guide and mentor them through challenges, always aiming to maintain a safe and supportive learning environment. Data management will also be an essential aspect of the role. You will process and input data through established systems (e.g., CPOMS and the school MIS - Arbor), ensuring accuracy and timeliness. Regular reports will be provided to all relevant stakeholders, including the Senior Leadership Team, teachers, and department heads, ensuring a consistent and informed approach to student care.

The role is offered on 35 hours per week term time only. Office hours are 08:00 – 16:00, Monday to Friday.

Key Responsibilities

The Behaviour Manager for Internal Exclusion will:

- Ensure that pupils within the Internal Exclusion Room continue to learn effectively by following the programme of work and completing that work in accordance with their learning and progress.
- Arrange for resources to support learning and oversee the appropriate use of learning resources and ICT.
- Assist with after school detentions by the running of the detention in the Academy.
- Plan an exit strategy and monitor identified pupils following their return to classes from the exclusion room.

Role description continued

Key Responsibilities

- Maintain the behaviour management monitoring of each pupil on Arbor and provide individual reports when requested.
- Contribute to the implementation and monitoring of behaviour management systems to ensure that effective learning can take place and barriers to learning are removed.
- Contact parents and carers in relation to student behaviour as required.
- Participate in planned activities, such as open mornings, welcome evening, parents' evening and other such events.
- Be committed to one's own professional development.
- Liaise regularly with the Designated Safeguarding Lead and KLT regarding pupil welfare, attendance and matters of behaviour ensuring that detailed evidence of actions for pupils are kept.
- To assist in escorting pupils on educational visits and to participate in extra-curricular activities as required.
- Work cooperatively with other members of the Pastoral Team covering and actively supporting each other as and when necessary.
- Seek to involve parents/carers in the educational life of their child/children.
- Meet obligations with respect to the school's system of performance management.
- Such other duties/responsibilities as may from time to time be reasonably required.
- Any other duties commensurate within the grade in order to ensure the smooth running of the academy.

Other responsibilities

- Keep up to date with developments in your area of responsibility
- Take responsibility for your own professional development in discussion with your line manager.
- Ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas.
- Work collaboratively with the other academies and colleagues within the Trust.

General Responsibilities

- To provide accurate information for parents as directed by academy and department policy. and to attend parents' evenings and other presentation meetings as directed.
- To work within the academy framework with regard to Health and Safety.
- To promote equal opportunities in the Academy.
- To actively promote the aims and ethos of the Trust/Academy.
- To support the Academy's commitment to the continued professional learning of all staff.
- Report any safeguarding concerns in accordance with the Trust's safeguarding policies.
- To undertake any additional duties as may reasonably required by the Principal and CEO.

This job description reflects the core activities of the role and as the Trust and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Knowledge, skills and experience

Education and Training

- Will hold a GCSE English & Maths grade C or above (or equivalent qualification)
- A higher qualification in education and/or management is desirable

Experience

- Experience of working in a school based environment and/or in an office environment is desirable
- Experience of working with vulnerable students who may display challenging behaviours is desirable.
- Experience of benchmarking -Competent at using Microsoft Office packages, skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite
- Experience using Arbor (desirable)

Knowledge and Skills

- Has keen organisational skills and the ability to multi task
- Demonstrates good clear plain English in a business/office setting
- Will demonstrate high level communication and literacy skills
- Be able to think on your feet, react quickly and effectively in sensitive situations
- Use your initiative on a continuous basis to communicate confidently and effectively with students and staff
- Demonstrate high levels of emotional intelligence
- Ability to multi task, work under pressure and handle a diverse workloadWill demonstrate the ability to work within teams

Personal qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the Academy
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Commitment to safeguarding and promoting the welfare of children and young people

Staff Experience

Our People Strategy outlines our approach to people development and people management. It sets out how every one of us can have confidence in the support and opportunities we receive as we strive to be the best that we can be.

It is important to us that we are recognised as a great employer. We want to attract, recruit, retain and develop the best staff for our Trust and ensure that they reflect the diversity of the schools and communities that we serve. Our recent Staff Experience Survey highlighted some key strengths:

77%
enjoy
working
here

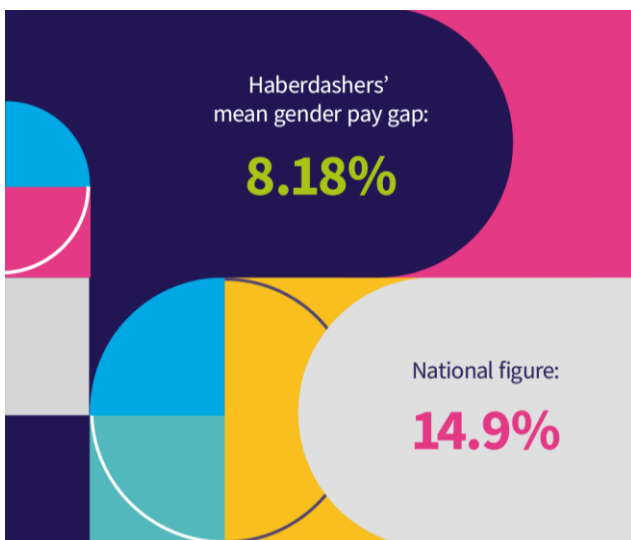
90%
understand the
Trust vision
and their role
in it

82%
agree this is an
inclusive
workplace

3/4
agree their
professional
learning is
supported here

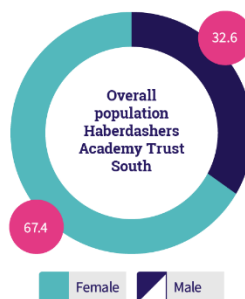
2/3
would recommend
working here
to others

We are also proud of our Gender Pay Gap, which is significantly lower than the national average and the education sector as a whole. We are currently developing our Ethnicity Pay Gap information.



Haberdashers' Academies Trust South

Population by hourly pay quartiles



Why Haberdashers?

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.



Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“Since I started working at Knights Academy, I have felt welcomed and included. I am now a Deputy SENCO in the school and I love my role and the team that I work with. What I love about Knights is the opportunities that are available here. I have grown professionally here because I have had the right support and the students are amazing.”

Ms Hiller, Deputy SENDCo
Haberdashers' Knights Academy





Recruitment process and additional recruitment information

Closing date: 14th October 2024 at 9am

Interview date: 17th October 2024

Start date: November 2024 or sooner

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Classroom visit with staff and students
- Panel interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Knights Academy

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 8461 9240 or email
knightshr@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Knights Academy.
We look forward to receiving your
application.

www.habsknights.org.uk

Haberdashers' Knights Academy
Launcelot Road, Bromley BR1 5EB