



Warlingham School
& Sixth Form College

Behaviour Support Assistant

Full and Part-Time Hours considered

Term time only

TLT5 from £23,243p.a, full time equivalent
(E.g. 36hpw, 39weeks = £19,996pa)

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher

Wide Horizons
High Aspirations



JOB ADVERTISEMENT

We have an exciting opportunity for a passionate and enthusiastic Behaviour Support Assistant to join our dedicated team to support the inclusion of a variety of students whose behaviours or circumstances are creating a barrier to learning, or are at risk of exclusion.

The successful candidate will join a forward-thinking Trust and enjoy our many staff benefits which include:-

- Generous holiday entitlement
- Family friendly policies
- Local Government Pension Scheme
- Employee Assistance Programme
- Lifestyle and Retail Discounts
- Training and Development opportunities
- Staff sports and social events

A key part of the role will be to calm, comfort and support students, helping the student to reflect upon the situation, work with the Extended Leadership Team towards the most appropriate next steps for the student, ensuring incidents are properly recorded on the system.

The successful candidate will need strong interpersonal skills with the ability to foster a strong rapport with young people.

If you feel you have the skills and experience, and would like to make a difference to the outcomes of students, then this is a really exciting opportunity.

Please read the enclosed job profile for further details and do not hesitate to contact us if you have any queries.

CLOSING TIME & DATE: 9.00am 31st July 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



JOB DESCRIPTION

Job Title Behaviour Support Assistant

Phase Secondary

Accountable To Assistant Headteacher

Responsible For N/A

Grade / Scale / TLR TLT5

Date May 2023

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

To support the inclusion of a variety of students whose behaviour or circumstances are creating a barrier to learning or are at risk of exclusion.

Key Outputs

- Establish positive, consistent and respectful relationships with pupils who are working in the Maple Room and Reflection Room.
- Work with students with learning or behaviour difficulties to access their curriculum work in a smaller setting
- To participate in the smooth operational running of the Reflection Room and ELT support system.
- Work with students who have been relocated and support them with self-reflection and de-escalation to return to their next lesson.
- Liaise with SEN, House team and Bridge to implement individual support for key students



JOB DESCRIPTION

- Use Arbor and CPOMs to record and monitor incidents and follow up
- To oversee the student engagement with the structured teaching and learning activities provided during reintegration, to interest and motivate pupils and advance learning
- Work alongside the pastoral teams, DSL and SLT to assist with the reintegration of students back into their scheduled timetable
- Liaise with other departments , SENDCo, Attendance, SLT as necessary
- Challenge and motivate students to promote self-esteem
- Work alongside outside agencies as required
- To contribute to the planning of opportunities for pupils to learn in an out-of-school context, in accordance with school policies and procedures
- Adopt a range of strategies , in line with the schools policy and procedures to establish a purposeful learning environment and to promote good behaviour
- To have high expectations for all students
- To liaise with parents and teachers as appropriate as part of the student support and reintegration process.

Representative Accountabilities

Support delivery

- Monitoring and maintaining a programme of activities e.g. wider curriculum support, maintaining supplies of differentiated materials and equipment, invigilation etc.
- Use of specialised equipment/methods to identify emotional and behavioural needs.

Planning & Organising

- Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities.
- Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring those activities.
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to the appropriate standard
- Feedback on a regular basis to Head of House and Head of Department regarding student needs, progress or concerns.

Analysis, Reporting & Documentation



JOB DESCRIPTION

- Ensure information and records are processed and stored to agreed procedures .
- Ability to store data and carry out basic analysis

Work with Others

- Receive and respond to everyday enquiries from customers to provide a timely , courteous and efficient service.
- Develop strong relationships with stakeholders to deliver a timely and efficient service. This will include students parents, departments, house and management teams as well as other schools.
- Maintain regular and frequent dialogue with all stakeholders to discuss students needs.
- Supervise individual students and programmes of study as appropriate.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations and qualifications. Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedure as appropriate.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

Role Summary

Roles at this level typically provide a practical support as part of a team . They work within established processes and procedures, resolving problems or extending activities with more difficult issues /behaviours referred to others. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in the procedures of their specialism. They will usually be subject to supervision but will be expected to organize their own workload and set their own priorities within short, e.g day-to-day timescales.



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|-----------------------------|--|--|
| QUALIFICATIONS & EXPERIENCE | <ul style="list-style-type: none"> Minimum 3 GCSE's at Grade C or above (including English and Maths), or equivalent, or be able to evidence at an equivalent level | <ul style="list-style-type: none"> Ideally hold a certificate of competency in a defined area relevant to the role. Eg. First aid at work, ADHD, behaviour management, advanced literacy, Level 2 qualification in supporting learning and teaching |
| KNOWLEDGE & EXPERIENCE | <ul style="list-style-type: none"> Experience of working in a similar service environment Practical knowledge or experience relevant to the role Experience of working in a school | |
| SKILLS & APTITUDES | <ul style="list-style-type: none"> Competent in a range of IT tools including Word, Excel, Outlook and Information Management Systems Good written and oral communication skills with the ability to build sound relationships with staff and customers Able to prioritise and plan own workload in the context of conflicting priorities Able to guide and support less experienced or more junior colleagues Work with others to provide excellent customer service, ensuring good working relationships are maintained with all stakeholders | |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> Relate well to young people and act as a role model Remain calm under pressure Maintain confidentiality and discretion Be flexible, adaptable and patient Basic understanding of the principles of safeguarding children and young people | |
| SAFEGUARDING | <ul style="list-style-type: none"> Able to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Safeguarding and Child Protection Policy | |

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 9.00am 31st July 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

| | |
|----------------|------------------------------|
| Name: | Paul Kinder |
| Job Title: | Senior Deputy Head |
| Phone Number: | 01883 624067 |
| Email Address: | P.Kinder@WarlinghamTLT.co.uk |

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



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