Part of the Ted Wragg TRUST

Exmouth Community College

Behaviour Support Assistant

Our Vision is to enable our students to **flourish** through our core values of **Belonging, Ambition** and **Responsibility.**

TABLE OF CONTENTS

- Key Details 1
- How to Apply 1
- About Exmouth Community College 2
- A letter from our Headteacher 3
- Job Description 4
- Person Specification 5

Key Details

Salary Grade C SCP 5- Actual Salary- £20,354.31

Location Exmouth, Devon

Hours Monday to Friday 8.15am – 4.00pm (includes a daily 30 minute unpaid break)36.25 x 38 weeks of the year (term time only)

Interviews W/C 16th March 2026

Closing date 8th March 2026

Required from April 2026 or earlier

How to apply

For an informal conversation about the position please contact the ECC Recruitment Team at Recruitment@exmouthcollege.devon.sch.uk

An application pack can be found at https://www.tedwraggtrust.co.uk/vacancy

We encourage early applications, as we reserve the right to close this vacancy once a suitable candidate has been identified

ECC is part of the The Ted Wragg Trust. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

About Exmouth Community College

BELONGING • AMBITION • RESPONSIBILITY

Exmouth Community College is in an exciting stage of its journey. As the sole Secondary school in the beautiful coastal town of Exmouth, we are rooted in our community and dedicated to giving our students a life of opportunity and fulfilment. Our Vision is to enable our students to flourish through our core values of Belonging, Ambition and Responsibility.

We have recently joined the Ted Wragg Trust. The Trust has a very strong reputation for growing great people and place professional development of staff at the heart of all that they do.

Why join Exmouth Community College?

- A culture of high expectations based on strong relationships – we are committed to ensuring that every student receives the highest quality education. We believe that nurturing relationships are key to helping young people thrive and have, therefore, worked hard to embed our 'relational approach' over the last three years. This is enabling us to 'raise the bar' for our young people.

- A place where growth is valued – teaching is complex, challenging, and ever-evolving. We know that even the best teachers can get better, which is why we prioritise professional learning. Every member of staff receives personalised coaching and regular dedicated time out of the classroom for professional development. Our staff wholeheartedly buy into the mantra that "Every teacher needs to improve … not because they aren't good enough, but because they can be even better." – Dylan William

- Honest, collaborative, and open – We don't believe in a 'top-down' culture. Instead, we work together, modelling vulnerability and regularly sharing feedback to improve. We welcome challenge and seek out ways to refine our practice.

- Flexibility in role – We aim to support our staff in achieving a healthy work/life balance. Depending on the role, we may be able to offer a flexible full-time equivalent (FTE) arrangement by agreement.

- Part of the Ted Wragg Trust – Benefitting from stability, support, and extensive opportunities for professional development and collaboration within a network of dedicated educators.

Letter from the Headteacher

Thank you for your interest in coming to work as part of our team at Exmouth Community College. You will be joining a really friendly community of committed staff, supportive parents and brilliant young people. Still being relatively new to ECC myself, I recall very well being blown away by the warmth of the welcome that I had when I arrived and I can assure you of the same.

You will be joining the College at a really exciting time:

- We've completed a major upgrade to our site, including the £13 million Elizabeth Lee building, a new Maths and Sixth Form block, a fully refurbished Dining Facility and outdoor space, providing inspiring facilities for students.

- We've reset our School Vision and made clear strides in improving our school culture. (OFSTED 2024 - "Work has begun in earnest to put in practices to build a more sustained positive culture across the whole school. There is now positivity from staff, parents and pupils about the early impact of this work").

- We've joined the Ted Wragg Multi-Academy Trust, gaining additional support and professional opportunities for our staff.

Our focus is on delivering a high-quality curriculum and preparing students for life beyond the classroom. Staff development is a priority, and we aim to create an environment where you can thrive.

ECC has a strong sense of community, and we're committed to providing excellent education while preparing students for their future. If you're passionate about teaching and looking for a supportive environment, we'd love to hear from you.

I hope you find this information helpful, and please explore our website to learn more. Thank you for considering your application.
Warm wishes,

Tom Inman

Headteacher

Behaviour Support Assistant

Job Description

Job Purpose

Working as part of the Culture and Behaviour team and under the direction of the Culture and Behaviour lead, you will make a positive difference to our students by supporting the effective management of the behaviour support rooms. This is a very important and rewarding role in helping our students meet our high standards and expectations

Key Responsibility

- Coordinate the use of resources for the Reset and Refocus rooms.
- Organise and communicate staff rotas for detentions.
- Supervise the Reset and Refocus rooms and Internal Reflection, and work alongside other colleagues responsible for behaviour.
- Supervise and communicate detentions to parents/carers and chase up students who do not attend detention.
- Ensure detention information is updated each day on Class Charts.
- Ensure the Triage and Restorative process takes place with students, particularly Pupil Premium students.
- Mentor students, particularly Pupil Premium students, to try to reduce their chances of returning to Reset and Refocus and improve behaviour.
- Provide First Aid when required.
- Monitor Class Charts and log details as required.

Support Pupils by:

- Supervise Reset and Refocus rooms and Internal Reflection.
- Mentor students to improve behaviour and reduce repeat incidents.
- Ensure restorative processes are followed.

Support Colleagues by:

- Liaise with Senior and Middle Leaders.
- Liaise with SEND team and Pupil Progress team.
- Organise and communicate staff rotas for detentions.

Support the School by:

- Follow safeguarding, health and safety, and behaviour management procedures.
- Contribute to the ethos and aims of the school, particularly for Pupil Premium students.
- Undertake administrative tasks associated with the role.
- Carry out a daily duty.

- Effective communication with students, staff, and parents.
- Ability to manage behaviour and support restorative practices.
- Organisational skills for managing detentions and room resources.

Person Specification

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 5 (C) / Level 2 qualification, or equivalent training / experience	✓	
First Aid qualification or willingness to obtain (training will be provided)	✓	
Experience		
Working with or caring for children aged 11 - 19	✓	
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓	
Capacity to take responsibility and show initiative	✓	
Ability to work actively, productively and flexibly as part of a team	✓	
Confident user of ICT, including Microsoft Office packages	✓	
Good written skills and ability to communicate effectively with people at all levels	✓	
Awareness of data protection and confidentiality	✓	
Basic First Aid awareness		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Proactively generates positive working relationships	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	

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Thank you for your interest in working at ECC