



CANDIDATE BRIEF

BEHAVIOUR SUPPORT ASSISTANT



LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Friday 25th April 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



Main Responsibilities of the Post

- Provide support for students with academic and self-improvement work, under direction of the SENCO
- Assist students by breaking down complex tasks into simpler steps
- Help students review their own progress
- Encourage, reassure and increase pupil confidence in order to raise self-esteem and diminish fear of failure
- Create a climate for learning in which the pupil feels at ease, confident and not worried about making mistakes
- Identify pupils' difficulties and discuss approaches with class teachers
- Work with identified students in our bespoke provision to help them understand how their own behaviours affect future self-development
- Liaise with teaching staff over progress, as required
- Provide a calm, supportive environment for students to start their day

Manage Student Behaviour

- Counsel and calm students when appropriate
- Be observant and proactive in order to prevent inappropriate pupil behaviour
- Recognise and reward improvement
- Rehearse appropriate behaviour with individual students
- Work with individual students on programmes designed to improve their behaviour in all aspects of school life
- Supervise students in the Reset rooms

Administrative Support

- Record-keeping as directed
- Liaising with subject staff over schemes of work and appropriate work for students in the Unit
- Liaising with colleagues and other settings regarding appropriate courses for students, and progress of students who are on such courses

Other Duties

- This role will have a focus on Behaviour, Welfare and Mental Health. The role will be to address the needs of the students who need help to overcome barriers to learning
- Assisting in preparing the learning environment
- Following school policies and procedures especially those relating to child protection and health and safety
- Promote positive student behaviour in and around the school, to ensure a constructive working environment
- Act to ensure pupils' health and safety
- Establish effective working relationships, ensure professional conduct and be an effective role model to students at all times
- Undertake other various responsibilities as directed by the Head of Department or Leadership Group
- To actively participate in own development and professional learning and (depending on experience and career stage) to contribute to the development of others

Personal Qualities

- Must be adaptable and flexible
- A clear understanding and commitment to the school and its vision
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels
- High level interpersonal and communication skills
- Commitment to inclusive education providing opportunity for achievement for all
- Integrity, openness, energy and enthusiasm

Essential - A commitment to working to improve the life chances of all the young people in our school

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher

PERSON SPECIFICATION

Qualifications

Essential - Demonstrable levels of numeracy and literacy equivalent to GCSE (A*- C) or above in English, Maths and Science

Desirable - Counselling qualification

Experience

Essential

- Working in a school environment
- A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting
- Working with young people
- Working within a clear vision and set of values

Desirable - Previous experience working with students with their behaviour, welfare and mental health

Knowledge and Understanding

Essential - Understanding of the characteristics of working with students / Awareness of relevant legislation relating to child protection

Desirable - Understanding of the characteristics of working with students with behaviour, welfare and mental health needs

Skills

Essential

- Basic understanding of how students learn
- Ability to support/advise teaching staff in managing behaviour
- Understanding of issues affecting behaviour and barriers to learning
- Ability to implement individual behaviour improvement strategies
- Excellent communicator
- A 'Can Do' attitude and hardworking
- Excellent timekeeping
- Excellent interpersonal skills with pupils, colleagues, parents and outside agencies
- Ability to give and receive effective feedback and act to improve own performance and that of others
- Ability to explain ideas clearly and succinctly
- Ability to ask for support and advice where necessary and to work to tight deadlines under pressure
- Self-motivating with a positive outlook and attention to detail
- Ability to build and work as part of an effective team
- Ability to see tasks through to a successful conclusion
- Ability to reflect on own performance and adapt working practice if and when required
- Proven ability to establish productive professional relationships with children, colleagues, and parents

Equal Opportunities

Essential - Commitment to inclusion and diversity

Other Requirements

Essential - A commitment to working to improve the life chances of all the young people in our school

QUEENSMEAD

excellence through learning



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