



Trinity Academy

Behaviour Support Leader

Job description

Job title	Behaviour Support Leader
Location	Trinity Academy
Salary	SCP 22 - 26 + R1 Before Sept '25 uplift FTE £28,317 - £31,389 + £3,387 Actual £26,516 - £29,392 + £3,387
Role Summary	<p>At Trinity Academy we have very high expectations of our students. In order to maintain high levels of focus on learning and excellent conduct around school, students are occasionally removed from lessons and/ or social times to spend some time in the 'Lincoln Room' (a removal space for students not meeting behaviour expectations).</p> <p>As Behaviour Support Leader, you will embrace the values and high expectations of Trinity Academy, promoting positive behaviour and supporting student wellbeing in the Lincoln Room and also across the academy.</p> <p>The post holder will ensure the Lincoln Room is a safe, regulating space that provides short term support for our students. This will involve ensuring highly consistent expectations in the room, running tight tracking systems, coordinating academic work for students in the room and overseeing our restorative processes.</p>
Working pattern	37.5 hours per week TTO + 2 weeks / 10 days
Responsibilities	<p>This role involves managing and maintaining our Lincoln Room, ensuring it operates effectively and consistently.</p> <p>In addition to leading our Lincoln Room provision, the postholder will also be responsible for analysing behaviour data on a weekly basis to highlight key themes, groups or behaviour types that need addressing.</p>



You will have a caseload of students who are at risk of exclusion or disengagement and be responsible for planning and delivering targeted behaviour interventions for them, working closely with families and the wider pastoral team.

The post holder will also work closely with teachers, pastoral staff and the SEND team to lead on our restorative processes to ensure that relationships between students and staff remain positive following a lesson removal.

This job is suitable for someone who is experienced in working with young people in a school setting and has a track record of impact. They will need drive and determination to ensure that **every** student receives the support they need to be the best version of themselves. They will need to have great people skills and deeply care for all young people.

Specific Responsibilities

- Lead on and oversee the daily running of the Lincoln Room, including being a strong and consistent presence in the room to help maintain high standards.
- Maintain and oversee the smooth running of all routines, systems and administrative processes that support the Lincoln Room.
- Follow Trinity Academy's behaviour policy, including coordinating the escalation of sanctions, in accordance with our behaviour ladder, when students are not successful in the Lincoln Room.
- Monitor and analyse Lincoln Room referrals to offer suitable intervention/mentoring for students who are repeatedly in the Lincoln Room, as part of your caseload of students.
- Oversee the provision of academic work to be completed by students whilst in the Lincoln Room, including liaising with academic middle leaders to ensure they provide appropriate work
- Run Pastoral Professional Development sessions and give routine feedback to colleagues to ensure consistency of the provision.
- Work with individual students and school staff to systematise, organise and script restorative conversations following lesson removals.
- Support with the creation of detention lists and communications.
- To maintain positive and regular Academy – Parent – Student



	<p>communication.</p> <ul style="list-style-type: none"> • To undertake daily duties which support the day to day running of the school. • Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations. • Contribute to the wider behaviour strategy of the school, including but not limited to developing and implementing effective behaviour support and intervention plans. • Run small group pastoral interventions <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Head of Behaviour
Safeguarding	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>



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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- The drive to make a difference for our young people by holding an exceptionally high line for behaviour and modelling this at all times
- Being unshakeable in your commitment to following our systems to support excellent student behaviour, in the knowledge that this will serve them better in the long run
- Ability to provide guidance, advice, instruction to students who are not meeting behaviour expectations
- Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled.
- Ability and willingness to work cooperatively as part of a team
- Respect for the professional expertise of others.
- To be a person filled with hope and possessing an unshakable belief in students' entitlement to a world class education, whatever their circumstances and ability.
- Excellent communication skills, both orally and in writing
- Enthusiastic, perceptive and fair.
- Ability to communicate with care and respect to students, staff, parents and carer
- A personal commitment to quality and excellence that will take the Academy forward.
- Genuine care for all students, especially the disadvantaged and vulnerable

You are likely to have:



- Good sense of humour
- Ability to handle information securely and confidentially.
- Record of developing and maintaining good relationships with students and wider school community.
- Experience of offering support and challenge to colleagues by giving high leverage feedback
- Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.
- An understanding of the needs and values of different communities, in particular the different cultures the Academy serves.

You may have:

- Evidence of innovative and effective pastoral interventions to improve student engagement
- Ability to think and lead strategically
- Knowledge and expertise in how people learn.
- A clear vision on the position of student welfare and inclusion in the Academy over the next 5 years.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Good GCSE English and Maths

You are likely to have:

- Degree or equivalent

You may have:

- Relevant further qualifications around pastoral care

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- A track record of high level pastoral care in a school
- High standard of written and verbal communication skills

You are likely to have:



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- Experience of working with young people in challenging circumstances
- Current successful school experience with a responsibility for student welfare / raising achievement.
- Experience of safeguarding and pastoral roles in schools.

You may have:

- Experience of using a Management Information System preferably Arbor
- Experience of leading meetings
- Experience of maintaining and manipulating computerised and/or paper based data/information.
- Experience of liaising with a range of stakeholders to find effective solutions

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.