



# QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



## Information Pack

Behaviour Support Manager

Part Time or Full Time (Flexible Working)

Permanent, Term Time

Required from June 2025

Queen Mary's Grammar School  
Sutton Road,  
Walsall,  
WS1 2PG

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# Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

# About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 480 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2024, 65% of GCSE grades were 7-9 (A\*/A) and 66% of A Level grades were A\*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

# Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

## Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Executive Assistant) if you would like to discuss the role further via email; [s.sahota@qmgs.merciantrust.org.uk](mailto:s.sahota@qmgs.merciantrust.org.uk)

# The Role

<b>Job Title:</b>	<b>Behaviour Support Manager</b>
<b>Salary</b>	<p>FTE £26,409 - £30,060</p> <p>Actual Salary £22,816 - £25,970 (37 hours per week). Part time is pro-rated accordingly</p> <p>Permanent, Term Time</p>
<p><b>Purpose of Job:</b></p> <p>To work as part of a wider team alongside the Assistant Headteacher in charge of strategic leadership for behaviour, the Heads of Year and the Senior Behaviour Manager in carrying out the day-to-day operation of Years 7-13. The role is intended to include intervention with discipline matters, administrative support and parental liaison.</p> <ul style="list-style-type: none"> <li>• Build and implement strategies to help identify and remove any barriers to learning</li> <li>• Work closely with all pupils, staff, parents, and carers to address misbehaviour</li> <li>• Promote, strengthen and develop the relationship between parents/carers, children and young people and the school</li> </ul> <p>The role is directly line managed by the Senior Behaviour Manager.</p>	
<p><b>JOB DESCRIPTION</b></p> <p><b>General duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy;</li> <li>• Contribute to the overall ethos and high academic achievement of the School</li> <li>• Contribute to the promotion of a positive working environment which is conducive to the School's high expectations and work ethos across all year groups</li> <li>• Establish a productive working relationship with pupils, acting as a role model and setting high expectations</li> <li>• Work with a restorative ethos and its practices and undertake mentoring, restorative meetings and conflict resolution as required</li> <li>• Be part of the team that is the first point of contact for referrals to the R Room in discipline matters</li> <li>• Provide support, and where appropriate lead, in investigating behavioural concerns which includes, but is not limited to, taking statements, speaking to students, liaising with year teams, supporting in decision making on next steps and completing all administrative steps in line with the incident</li> <li>• Where required, support in the removal of students from lessons</li> <li>• Address everyday behavioural concerns with students and reporting to parents using the appropriate channels.</li> <li>• Be involved in the praise culture of the school administratively and through events and assemblies</li> <li>• Attend and participate in meetings, as required</li> <li>• Encourage all students to follow the school's credit ethos</li> <li>• Build positive relationships with students and mentor and support them to improve behaviour</li> <li>• Be part of a rota that manages the R Room throughout the day for isolated pupils, pupils who need a time out for a variety of reasons and obtaining and administering work for isolated students</li> <li>• Assist students with their social skills, organisation, behaviour, resilience and self-confidence to re-engage them into their learning journey and remove the barriers to their learning</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Manage the detention administration, where appropriate run detentions and triage parent queries</li> <li>• Administer a detailed database that logs all incidents</li> <li>• Oversee the loaning of uniform and equipment</li> <li>• Complete all relevant administrative tasks required for the role</li> </ul>	



- Support in the completion of any required admin for the pastoral budget
- Support in the initiation and administration of suspension procedures (both internal and external)
- Provide ongoing administrative support to the team as systems develop

#### **Monitoring and reporting**

- Report appropriate data to the relevant pastoral teams, where required
- Check CCTV as requested and report to relevant staff
- Maintain accurate pastoral records using CPOMS and any other system used by the school
- Maintain accurate pastoral logs and records
- Write letters/reports, compile pastoral notes/statements and accurate record keeping
- When required, speak to and monitor students on report

#### **Working with staff**

- Liaise with teaching and pastoral staff as appropriate
- Gather work from teaching staff for students in isolation or serving internal/external suspensions (including those placed in other settings).
- Work alongside other staff in the running of mentoring programmes

#### **Working with external agencies and parents/carers**

- Liaise with parents/guardians and outside agencies (if required) in collaboration with the pastoral team – for the benefit of pupils; including setting up appointments for other staff
- As required, to assist and facilitate in any offsite provision from the school's networks

#### **Professional Development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Provide support and training on behaviour where needed
- Participate in staff meetings, briefings and training days/events as requested
- Contribute to the overall ethos, work and aims of Queen Mary's Grammar School

#### **Other areas of responsibility**

##### **Safeguarding & Student Welfare**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern, and early help may be required
- 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
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Make any necessary referrals to the SEMH and/or the SEND Team often following student intervention.
- Promote the safeguarding of all pupils in the school
- Taking a role in the promotion of positive student welfare

##### **Attendance & punctuality**

- Assist in the promotion of high standards of attendance and punctuality within the school
- Work with other members of the pastoral team, where relevant, in monitoring/intervening with issues relating to punctuality and attendance
- Take registration as necessary

- Where required, liaise and support the Attendance Officer to address any concerns relating to behaviour/attendance/punctuality and if required liaise with EWO

#### Other

- Work within and encourage the School's Equal Opportunity Policy
- Be aware of and support diversity and ensuring all pupils have equal access to opportunities to learn and develop
- Support pupils on visits, trips and out of school activities as required and be involved in the events run by the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time in consultation with the postholder.

#### PERSON SPECIFICATION

##### Preferred skills, personal attributes or experience

- Educated to at least a GCSE grade C in English and mathematics
- Further qualifications related to the role
- Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements
- Experience identifying interventions to raise attendance of pupils
- Experience working directly with pupils and parents
- Experience analysing data and producing reports and identifying key insights
- Ability to build effective working relationships with staff and other stakeholders
- Ability to build effective working relationships with students
- Ability to be flexible, calm, and empathetic in your approach
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to relate well to children, young people and adults
- Effective communication and interpersonal skills
- Effective written and verbal communication skills
- Good IT skills including using Excel, SIMS and CPOMS (training can be provided in using CPOMS)
- An awareness of professional standards required for working with children
- Excellent organisational and time management skills
- Ability to work under pressure and prioritise effectively
- Ability to work constructively and flexibly as part of the team.
- Ability to react positively and remain calm in a crisis
- Ability to uphold and promote the ethos and values of QMGS
- Ability to maintain confidentiality at all times
- Ability to make strategic decisions
- Commitment to safeguarding, equality, diversity and inclusion

**NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.**

***Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.***



# The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

**We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.**

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

# Location

Queen Mary's Grammar School  
Sutton Road  
Walsall  
West Midlands  
WS1 2PG

Tel: 01922 720696  
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, [s.sahota@qmgs.merciantrust.org.uk](mailto:s.sahota@qmgs.merciantrust.org.uk) to arrange a visit.