



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### **Behaviour Support Manager**

37 Hours per week

Permanent, Term Time

**Salary:** NJC SCP 9-17. FTE: £26,409 - £30,060

Actual Salary: £22,816 - £25,970 (based on 37 hours). Part time will be pro-rated accordingly

**Start Date:** Required for February 2025

**Contract:** Permanent, Term Time

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the pupils are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are looking to appoint an enthusiastic, dynamic and dedicated Behaviour Support Manager to join our wider behaviour 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 work with the Senior Behaviour Manager and Heads of Year in supporting students.

You will ideally have experience of working within a similar role within a school context. You are someone who is flexible, highly organised and able to multi-task and prioritise work to meet specific deadlines. You are someone who enjoys being part of a team and you care about all pupils having the opportunity to achieve their potential. Knowledge of Microsoft software and management information software would be an advantage but training will be given.

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues and pupils. Please contact Simran Sahota (Executive Assistant) to arrange such a visit, by emailing [s.sahota@qmgs.merciantrust.org.uk](mailto:s.sahota@qmgs.merciantrust.org.uk)

Applications should be made using the recruitment portal on the vacancies page of our website and set out how your experience and expertise match the requirements of job description and person specification. Please read the information pack, which is also available on the job listing.

**Closing Date: Sunday 2 March 2025**

**Interviews: W/C Monday 3 March 2025**

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*