Applicant Information Pack

Behaviour Support Manager



Accomplished – Resilient - Compassionate

Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Joanne Wilkinson to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards
Headteacher

William Brookes School

About our Trust

The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:
To ensure every individual is in a great school.

Our Mission:
To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website https://www.3-18education.co.uk/ for more details. For further information about our schools, please click on the links to their websites below:

https://bowbrookprimary.co.uk/

https://www.3-18education.co.uk/schools/coleham-school/

https://www.3-18education.co.uk/schools/the-priory-school/

https://www.3-18education.co.uk/schools/st-martins-school/

https://www.3-18education.co.uk/schools/thomas-adams-school/

https://www.3-18education.co.uk/schools/william-brookes-school/

William Brookes School

Job Description

Title of Post	Behaviour Support Manager
Post Status	Full Time, Permanent, Term Time Only + 5 PD Days
Salary	Grade 8, Points 18-22
Reporting to	Assistant Head & School Business Manager

Main Purpose

Our Behaviour Support Manager will assist the teaching and support staff in providing a safe, orderly and secure environment for William Brookes students and staff and play a key role in the management of positive behaviour and attitudes amongst students of all ages and abilities.

Duties & Responsibilities

Under the direction of the assistant head and working alongside our team of Pastoral Support Officers and ELSAs, you will:

- Work in partnership with the Leadership Team, House Leaders, tutors and others, including Local Authority officers and parents, when appropriate, to support positive behaviour management
- Provide first response for incidents of student behaviour that cause concern during the school day, investigating and/or trouble shooting incidents, including truancy
- Collect accounts from those involved in, or witnessing, incidents, reporting to the Leader of Inclusion Support, House Leaders or Leadership Team, as appropriate, for further action and resolution as appropriate
- Liaise with parents/carers via phone/email as necessary
- Assist and contribute to the supervision of students in the reintegration room
- Observe students within the classroom setting to highlight possible barriers to learning
- Act as a key worker for individual students, mentoring and supporting their needs
- Support the lunchtime supervisors in managing student behaviour during lunch time
- Support the leadership team in managing student behaviour during break time
- Assist in ensuring the security of the site during the school day and be on call, alongside the Leadership and Campus teams, to deal with difficult or unwanted visitors

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- Liaise with bus operators and deal with behaviour problems on home-school transport
- Undertake supervisory role for the ingress and egress of students before and after school
- Engage in programmes that proactively support students to enhance their behaviour and attitudes to learning
- Assist in the induction programme for new students, particularly in Year 7
- Keep appropriate records on Arbor and ensure student data is updated as appropriate
- Liaise with staff/colleagues to ensure students in reintegration are provided with appropriate and sufficient work and that completed work is returned to the relevant teaching staff
- Manage the day to day operations of the PSO team, including assigning tasks, duties, booking students in to the reintegration room on Arbor, liaising with DSL/House Leaders/Senior Leadership team and ensuring the all required communications with parents/carers have happened within a timely manner
- Assemble packs of work for students suspended from school
- Attend the weekly behaviour panel meeting
- Attend the after school daily behaviour review meeting
- To attend training sessions, when required or necessary
- To attend meetings and undertake duties as reasonably directed by the head teacher
- Undertake DSL training

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of 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 comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

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Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	• 5 GCSEs (or equivalent) including Maths and English • Previous experience of working in a people-based environment	• Recognised related qualification(s); • Previous experience of working with/in a school or with young people in a related area (e.g. youth work, social services, police, caring services, special educational needs, health service, etc)
Personal Qualities/ Characteristics	• An understanding of the issues facing young people today; • A positive and keen attitude with self-motivation and initiative; • Leadership skills • The ability to work with others; • The ability to work calmly under pressure; patience and sense of humour; • The flexibility to learn and implement new systems and procedures quickly and efficiently; • The accuracy, efficiency and ability to organise and to meet deadlines; • A solution focussed approach	
Knowledge and understanding	• Full working knowledge of relevant policies / codes of practice / legislation. • Managerial skills. • Ability to organise, lead and motivate a team. • Ability to self-evaluate learning needs and actively seeks learning opportunities. • Ability to relate well to children and adults.	
Skills and Abilities	• Sufficiently fluent in spoken English to ensure effective performance in the role • Administrative and organisational skills • ICT skills	
Special Conditions	• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	

Winton Brookes School

Additional Information about William Brookes School



William Brookes School is a mixed comprehensive school with **over 930 students on roll**, including over **100 in the Sixth Form** and each September sees us oversubscribed in Y7. We value the **specialisms** we hold in **Performing Arts** and **Maths & Computing** and continue to support their profile. The school always has an exciting feel to it, with a lot going on every term. We moved into our brand new school in September 2010 and everyone, students, staff and the local community, has embraced the fantastic ICT rich facilities we now have at our disposal. Our school is very much focused on the people who work within the building and we work hard on achieving our motto of "be the best you can be through courtesy, enterprise and endeavour".

Although situated in beautiful surroundings on the edge of the small rural town of **Much Wenlock**, we are far from being a sleepy rural school. We have **eight partner primary schools**, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, including some in Telford, Bridgnorth and Shrewsbury, as well as the **wider rural area of South East Shropshire**.



We are a **comprehensive** school in every sense of the word. Our **ability spread is wide and also well balanced**. The last few years have seen several of our students go on to Oxford and Cambridge but we also cater for students with quite complex special educational needs too. The socio-economic background of our students is equally mixed and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns, with some 25% coming from the immediate town of Much Wenlock and surrounding area, approximately 31% from Broseley, which lies to the south of Ironbridge and 17% coming from the neighbouring areas of Telford & Wrekin.



As the only **"Coubertin School"** in Britain we enjoy not only a rich cultural tradition that is derived from the life and work of our namesake, Dr William Penny Brookes, but also unique opportunities for Sixth Form students to undertake activities with partner schools from across Europe and beyond. Younger students are participating in student voice and leadership activities related to the Olympics and Olympic values. Our **Arts Centre, "The Edge"**, is located at the heart of our new school and it enhances our Music, Dance and Drama facilities as well as benefiting the wider community of this part of Shropshire and reflecting our great strengths in the performing arts.

Dr William Penny Brookes

We consider ourselves very fortunate to work in a wonderful school with fantastic facilities in a beautiful location. We want William Brookes School to be a great place to learn and a great place to teach and hope that you will want to join us and be part of its exciting future.







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What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

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Application & Appointment Process

An application form is available to download from the school website http://www.williambrookes.com/about-us/vacancies.php

Please send completed applications to jwilkinson@williambrookes.com

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 12.00 noon, Monday, 28th November 2022

Interviews will take place on week commencing 28th November

Please note:

- It is essential that all elements of the application form on the Teaching Vacancies portal are completed in full.
- We do not accept CV's in support of an application.
- Paper applications will only be excepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website http://www.williambrookes.com/about-us/policies-and-documents.php

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