



# Sheffield Springs Academy

The best in everyone™

Part of United Learning

**Briefing Pack for Applicants**

**Behaviour Support Officer**

**December 2024**

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## Section 1 - Post Advertisement



<b>Job title:</b>	Behaviour Support Officer
<b>Location:</b>	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
<b>Starting salary:</b>	FTE £29,577 gross per annum (actual £25,521.54 gross per annum)
<b>Start Date:</b>	As soon as possible
<b>Contract:</b>	Permanent, Full-Time, 39 working weeks (term-time only)

Sheffield Springs Academy is seeking to appoint a dynamic and enthusiastic Behaviour Support Officer to join their established team.

The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 secondary school serving the Park, Manor and Castle wards of Sheffield. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

### We are looking for someone who:

- Is both authoritative and approachable and have excellent people skills.
- Is a team player.
- Has sound knowledge of Microsoft Office packages.
- Will be resilient in following the academy's behaviour policy.
- Has a fundamental belief in the power of education to enable students to achieve anything they set their minds to.

### Main duties will include:

- Working under the direction of the Student Support Unit Manager to provide on call support to students needing extra assistance to realise their potential, including dealing with day-to-day behaviour issues.

- Support for students who need extra help to overcome barriers to learning.
- To support teaching staff to minimise disruption to lessons.
- Respond to individual student welfare and behavioural issues.
- To build positive relationships with students.
- Working closely with the Safeguarding Team and other relevant staff to ensure that the needs of students with additional learning needs are met so they can develop positive behaviours for learning.

**We will offer you:**

- Highly competitive salary. We pay an average of 5% above national scales, the best rates of pay in the sector.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- At least one personal leave day a year.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Generous staff discount scheme.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight Sunday 12 January 2025. Interviews will take place w/c 13 January 2025.**

**If you would like to discuss this exciting opportunity, please contact [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk)**

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

Sheffield Springs Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

## Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy, you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

### **The team**

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

### **Where we are and where we're going**

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team, and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

### **Location**

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply, and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge  
Principal  
Sheffield Springs Academy

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Behaviour Support Officer
<b>Salary</b>	Band 2
<b>Responsible to</b>	Student Support Unit Manager
<b>Responsible for</b>	There are no direct line management responsibilities associated with this role.
<b>Role purpose</b>	To provide support to the Behaviour Management Team.
<b>Relevant qualifications</b>	<ul style="list-style-type: none"><li>• Minimum GCSE or equivalent Level 2 in literacy and numeracy.</li><li>• Training and experience of relevant learning strategies.</li><li>• Experience of working with and supervising young people.</li></ul>

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

### Role Summary

To contribute to the strategies to improve learning and behaviour for students, the role involves working with students across the academy who have Social, Emotional and Mental Health needs and/or demonstrate challenging behaviour.

### Key Responsibilities

#### Key Tasks and Activities

- To take ownership of areas of the academy outside the classroom, ensuring a presence and sustaining an orderly, calm atmosphere for productive learning to take place.



- Respond to any “on call” requests in a timely manner, providing support to de-escalate relevant student behaviour.
- Ensure appropriate administration is completed to support the academy “on call” procedures.
- To support teaching staff by utilising Behaviour hotspot data to prevent, address and minimise disruption to lessons.
- Contribute to the Teaching and Learning experience of students by assisting in the withdrawal of students from lessons as required, identifying alternative short-term provisions for them to prevent loss of learning time and ensuring that appropriate sanctions are levied.
- To support with student movement around the academy ensuring smooth and punctual transitions between lessons and preventing loitering during lesson changeovers.
- Establish positive working relationships with students, acting as a positive role model.
- To maintain surveillance within specified zones of the academy in order to prevent vandalism, or anti-social behaviour. Reporting any damage to fabric, fittings or finish to the relevant staff in a timely manner.
- Manage the Student Support Unit room as part of a rota within the behaviour team.
- Ensure the working environment within Student Support Unit is well-controlled and students are held to task appropriately with the work that is set.
- To intervene in student disputes by using restorative approaches in order to promote pro social behaviours.
- Mediate between students (and staff) where relationships have broken down.
- Advise on peer conflict and incidents of bullying, including supporting students with additional needs, raising any safeguarding/wellbeing concerns to the appropriate department.
- Work with a group of key students to help improve behaviour and attitude towards learning as directed. Attend reintegration meetings as appropriate.
- To follow up and investigate any incidents that occur between students as necessary.
- Promoting students’ emotional, social and behavioural wellbeing at the academy both in class and out of class activities, based on clearly expressed and understood expectations of the students.
- Provide information and advice to enable students to make positive choices about their own learning, progression, behaviour and attendance.
- To provide first aid as a trained first aider and be available to accompany students to professional medical services if required.
- To deputise for the School Medical Officer in their absence.

- To liaise with relevant parents/carers as directed by the Student Support Unit Manager.
- To undertake activities with students before, during and after school, as required.
- Completing necessary documentation to support the academy Behaviour Policy in a timely manner.
- To be an effective and flexible member of the Behaviour Team, contributing to the successful adherence of the Safeguarding Policy, work closely with the Safeguarding, Special Educational Needs and Disabilities (SEND) and Attendance Teams.

## General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies in the cluster and between the cluster and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Behaviour Support Officer		
<b>Salary</b>	Band 2		
<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
GCSE Grade C (or equivalent) or above in English and Maths.	X		
Training and experience of relevant learning strategies.	X		
Experience of working with and supervising young people.	X		
ICT – ability to use various software systems.	X		
First Aid qualified or willingness to work toward.	X		
Relevant training for working with young people aged between 11-16.		X	
NVQ accreditation in a relevant subject or area.		X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to work on own initiative and under the direction of the Head of Behaviour.	X		
Experience of working as a team.	X		
Experience of working with people young people with challenging behaviour and evidence of ability to manage this successfully.	X		
Prior experience supporting young people in an educational setting.	X		
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to deal with emotional and difficult situations.	X		
Excellent communication and listening skills.	X		
Respond well to pressured situations.	X		
Non-judgemental.	X		
Organised and able to manage time effectively.	X		
Ability to write reports and maintain accurate records.	X		
Ability to follow set systems and procedures.	X		
Good interpersonal skills.	X		
Ability to communicate effectively both verbally and in writing.	X		
Ability to maintain efficient record keeping systems.	X		
Knowledge and understanding of education curriculum.	X		
Good awareness of safeguarding children/child protection legislation.	X		
Excellent word processing skills (Microsoft Word).	X		
Experience in the use of electronic communications, for example, e-mail.	X		

Ability to establish and maintain supporting professional relationships with young people and their families.	X	
Understanding of the educational sector.	X	
Ability to be creative to respond to a fast-paced environment.	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to an ethos of high standards, personal fulfilment and academic success.	X	
To maintain confidentiality.	X	
Willingness to learn.	X	
Ability to demonstrate commitment to equal opportunities.	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
A pleasant disposition and ability to stay calm under pressure.	X	
Demonstrate a positive team approach to work.	X	
Methodical approach to work tasks with key emphasis on accuracy.	X	
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts for Sheffield Springs Academy

**The academy is located in a thriving town close to the beautiful Peak District**



**Sheffield Springs Academy**

The best in everyone™

Part of United Learning

Sheffield Springs Academy  
Hurlfield Road  
Sheffield  
South Yorkshire  
S12 2SF

Website: [www.sheffieldsprings-academy.org](http://www.sheffieldsprings-academy.org)

Email: [enquiries@sheffieldsprings.org](mailto:enquiries@sheffieldsprings.org)

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.