



Behaviour Support Officer

Recruitment Information Pack

Tant Que Je Puis

Advert



Job Title: Behaviour Support Officer
Scale: Scale 6, points 18-22
Actual Salary: £24,066 to £25,846
Hours: 36hrs x 39 weeks per annum (full time, term time only)
Start Date: October 2021

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in September 2018? If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

This is a new and exciting opportunity for a dynamic and highly motivated individual to join our pastoral team to further strengthen the support that we provide to all students.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit www.enfieldgrammar.org

We Offer:

- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- Opportunities for career progression.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, 24/7 GP access and free counselling.
- On site gym facility.
- Strong commitment to equality, diversity and inclusion.

You Will:

- Be a committed individual who contributes regularly to the School community.
- Be adaptable, resilient and have a desire to make a lasting difference to the lives of our students.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

How to Apply:

To apply please complete and submit an application form to applications@enfieldgrammar.org, online via the TES portal, or the DfE website <https://teaching-vacancies.service.gov.uk>, by completing an application form that is available on our website under 'About Us/Work for Us'. If you have any questions regarding the role, please contact Mr Purrier, Deputy Headteacher, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing Date: Thursday 14 October 2021 at 12 noon

Interview Date: Week commencing Monday 18 October 2021

Ofsted 2018:

"Pupils, sixth form students and staff are proud of their school."

"Leaders and teachers are ambitious for their pupils. Leaders understand the importance of good behaviour for learning."

"Pupils' behaviour around the school is calm and orderly."

"Leaders set high expectations for pupils' behaviour. Senior leaders are positive role models for pupils. Pupils' behaviour in school is of a high standard."

Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.

Letter from the Headteacher



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

We are looking to appoint a Behaviour Support Officer who shares our passion, our ethos and expectations, who can motivate and inspire students to be the best that they can be.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Mrs Plumb, PA to the Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

Please do not hesitate to contact Mr Purrier, Deputy Headteacher, should you require further details about the role on 020 8363 1095 or at office@enfieldgrammar.org

Yours sincerely

C Lamb
Headteacher



About the School



Enfield Grammar is a successful school with a strong tradition and excellent reputation. We were rated 'Good' in our recent Ofsted inspection (September 2018) and continue to strive to improve outcomes for students. We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set.

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. There is a strong commitment to supporting staff development.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes' walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.



Job Description



Purpose:

To ensure that high expectations are met with regard to behaviour across the School, enabling students to reach their full potential in a safe and caring environment.

Reporting To:

Mr Purrier, Deputy Headteacher

Main Duties:

1. To actively support staff in dealing with challenging student behaviour, taking appropriate action in line with the School's positive behaviour policy.
2. To ensure that the behaviour management system, including rewards and sanctions, is implemented consistently so that effective learning can take place.
3. To support teaching staff with an "on call" system providing assistance as required, including supervision of students who require reflection time outside of the classroom ensuring that School policies and processes are adhered to.
4. To be a champion of Trauma Informed Practice, contributing to the whole school approach of positive behaviour for learning by helping to create a calm and welcoming environment at the Lower School where all students feel safe.
5. To provide assistance with the movement of students between lessons and to be present at break time and lunchtime to help support students.
6. To work with the pastoral team to develop strategies to remove barriers to learning.
7. To ensure that classwork is provided by the classroom teachers for students who are working outside of the classroom under the direction of the Behaviour Support Officer.
8. To carry out investigations as required and ensure that detailed and accurate records are maintained.
9. To maintain a record of all students requiring supervision outside of the classroom and to keep relevant Heads of Year updated, as required.
10. To analyse and track trends in all behaviour data.
11. To raise awareness of those students who may be in need of extra support, by completing the relevant referral via CPOMS.
12. To attend meetings with teachers, parents and outside agencies, as required.
13. To undertake other duties and responsibilities commensurate with the grade of post, as required.

Other Duties:

1. To promote positive values, attitudes and good student behaviour.
2. To operate within agreed legal and ethical boundaries particularly with regard to child protection and safeguarding.
3. To carry out duties in accordance with health and safety legislation and school policy.
4. To promote inclusion and equality of opportunity for all students in accordance with School policy.
5. To take responsibility for personal and professional development, in conjunction with the Line Manager, keeping up-to-date with developments related to school effectiveness and efficiency.

Person Specification



QUALIFICATIONS	Essential	Desirable
<ul style="list-style-type: none"> Numeracy/literacy skills at GCSE grade C+ (or equivalent). Degree or equivalent. 	X	X
EXPERIENCE		
<ul style="list-style-type: none"> Experience working with secondary school age children. Experience of working with pupils with additional needs. Successful experience of supporting pupils who demonstrate challenging behaviour. 	X	X
KNOWLEDGE		
<ul style="list-style-type: none"> Knowledge and understanding of strategies for raising achievement and motivating pupils. Knowledge and understanding of strategies to overcome barriers to learning. Fluent in a language other than English. 	X	X
SKILLS		
<ul style="list-style-type: none"> Ability to develop positive relationships with students, colleagues and parents. Ability to effectively apply a range of strategies to deal with classroom behaviour as a whole, and individual behavioural needs. Ability to work flexibly, adapting to change. Ability to communicate clearly, both orally and in writing with students, parents, staff and other professionals. Excellent organisational skills and attention to detail. Excellent interpersonal skills and the ability to work as part of a team. Excellent ICT skills including Microsoft Excel and Word. A commitment to promoting equality of opportunity in a diverse, multi-cultural community. 	X	

Safeguarding



Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.

Employment

Failure to adhere to the following requirements may result in summary dismissal:

- To participate in induction processes, professional line management and annual appraisal, where the employee's ability to safeguard children, young people or vulnerable adults through professional involvement and personal conduct will be guided and assessed.
- To undertake mandatory training, including child protection training, as appropriate to their duties.
- To familiarise themselves with all relevant policies and procedures, produced by the School, including procedures for managing allegations against staff.

