

# JACK HUNT SCHOOL

Hard work Integrity Kindness



Bradwell Road, Peterborough, PE3 9PY email: [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk) web: [www.jackhunt.net](http://www.jackhunt.net) tel: 01733 263526

## Behaviour Support Supervisor

We require a Behaviour Support Supervisor to support our Pastoral team in the welfare of students.

The successful applicant will have a proven track record of work relevant to young people of secondary school age and an ability to engage constructively with a wide range of people including parents/carers and external agencies.

The skills to deal with situations and prioritise tasks as they arise are also essential. Full training for successful applicant will be provided.

This appointment is for 37 hours per week, 40 weeks per year (term-time plus two weeks)

Salary is paid at Grade 7, NJC SCP points 14 - 18, actual salary is £24,006 - £25,706 per annum (FTE £27,334 to £29,269). Starting point will be point 14.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

*The Governing Body of Jack Hunt School and the Board of Trustees are committed to safeguarding and promoting the welfare of children and young people.*

*For further details and to complete an online application visit [www.PKAT.co.uk/vacancies](http://www.PKAT.co.uk/vacancies)*

**Closing date: Monday 3 June at 9.00 am**

**Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.**

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## Welcome Letter from the Headteacher

May 2024

Dear Applicant

### Application for post of Behaviour Support Officer

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care. At Jack Hunt School we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students.

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behavior and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely

Jon Hebblethwaite,  
Headteacher



PETERBOROUGH KEYS  
ACADEMIES TRUST



# JACK HUNT SCHOOL

## JOB DESCRIPTION

*The Board of Trustees of Peterborough Keys Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Post:** Behaviour Support Supervisor  
**Grade:** 7  
**Hours:** 37 hours per week (8.30 am to 4.30 pm, Fri – 4pm), 40 weeks per year  
**Accountable to:** Assistant Headteacher - Behaviour  
**Date reviewed:** April 2024

### Purpose of Job:

To provide effective support for Heads of Year in allocated Year Groups covering Key Stages 3, 4 and 5 in order to maximise the learning potential of students. To support the school's aim to create a safe and secure environment for its learners. To assist learners in overcoming barriers to learning.

### Accountabilities:

#### **Support for Heads of Year:**

- Play a lead role in school systems which impact on raising standards.
- To support in the management of systems which improve students' compliance with the Jack Hunt School uniform policy.
- To support in the management of systems which reduce the disruption to Teaching and Learning.
- Assist in the implementation of school policies associated with the role, notably policies on behaviour management, attendance, punctuality, uniform and homework.
- Meet with external agencies where necessary including EWO, Youth Service, Connexions, YOS, LAC, LA Pupil Support, Learning Mentors, Safer Schools Police.
- Liaise and meet with relevant teaching staff, teaching assistants, learning mentors when required in support of the student.
- Complete reports which may be required internally or by external agencies on individual students.
- Collate data as required relevant to raising standards.
- Co-ordinate the provision of work for students in the reset room.

- Assist with identified events which affect the House group, e.g. medicals, photographs, parent consultation evenings.
- Participate in students supervision duties at break and lunch times.
- To support and mentor students as required to support them in making appropriate choices.
- To liaise with school staff to ensure that all necessary external agencies are involved when needed.
- To complete and update records to support the raising standards agenda.
- To monitor and record students on varying levels of support including the report system.
- To assist in the organisation and running of after school consequences.
- To link with Assistant Headteacher – Behaviour, to monitor numbers and behaviour in reset room.
- Other duties as required, commensurate with this post.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## APPOINTMENT OF BEHAVIOUR SUPPORT SUPERVISOR

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### The Post

We require a Behaviour Support Supervisor to support the Assistant Headteacher in charge of Behaviour, in the welfare and progress of students ensuring that students maximise their learning potential.

Duties required of a Behaviour Support Supervisor are to monitor and run the 'reset room' and be responsible for collecting students as well as helping to improve behaviour and well-being, working with parents and other staff members to help students achieve their potential.

### Person Specification

Applicants will be judged against the following criteria:-

- A proven track record of work relevant to young people of secondary school age in one of a range of fields including Education, Youth Work, Health and Social Services.
- Excellent communication skills both written and spoken.
- An ability to engage constructively with and relate to a wide range of young people, their families/carers, some of who may be disaffected with school.
- An understanding of issues related to disadvantaged sections of the community.
- Ability to work effectively and network with a wide range of support services.
- GCSE English and GCSE Mathematics Grade C or equivalent with evidence of a broad education.
- Is committed, caring and reliable.
- The initiative to make decisions and to deal with incidents as they occur.
- The ability to take charge.
- Versatility to deal with all the facets of the job.
- A willingness, on occasions, to be flexible with working hours.
- Willingness to undertake further training.
- Appropriate personal qualities conducive to the role, including a sense of humour, sensitivity, reliability and the ability to interact socially with students and staff.
- ICT skills and knowledge would be desirable.
- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.
- Displays commitment to the protection and safeguarding of children and young people.
- Has the ability to fulfil all spoken aspects of the role with confidence through the medium of English
- Values and respects the views and needs of children and young people.

Relevant qualifications could be an advantage although the combination of experience and personal qualities will be important.