United Learning
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Briefing Pack for Applicants

Behaviour Support Worker

November 2026

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Section 1 – Post Advertisement

Job title: Behaviour Support Worker
Location: Fir Vale Academy, Owler Lane, Sheffield, S4 8GB
Salary: Band 2- FTE £24,978 - £25,183 (Actual £22,657 - £22,843)
Contract: Full-time, 37.5 hours per week, 41 weeks per year
Start date: As soon as possible

Fir Vale Academy is a large 11- 16 mixed secondary Academy located in the North of Sheffield. We are excited to be part of United Learning Trust, one of the country's leading education groups. As we embark on this new chapter, we are committed to driving improvement and raising aspirations across the Academy. It's a fantastic time to join us as we work together to deliver an exceptional education for every student.

We are seeking a caring, committed, and proactive individual to join our team in the role of Support for Students. This is a vital position within the Academy's pastoral structure, providing day-to-day support for our students' wellbeing, behaviour, attendance, and engagement in Academy life.

Working as part of a dedicated pastoral team, you will build strong relationships with students and families, act as a positive role model, and offer both personal and practical support to help students overcome barriers to learning. You will be involved in promoting positive behaviour, encouraging regular attendance, and supporting students' social and emotional needs, including making home visits and liaising closely with parents and carers. The role also includes helping to supervise social times.

This is an ideal role for someone with strong interpersonal skills, a calm and patient manner, and a genuine passion for supporting young people. Experience in a school, youth work, social care, or a related field is desirable, but full training and support will be provided. The ability to speak Roma would be desirable.

In return, you will be joining a supportive team within a growing and ambitious Academy, with access to professional development opportunities through United Learning.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply online' button at the top of the advert on our website using the following link to our vacancies page. Please note that CVs are not accepted.

The closing date for this post is midnight on Sunday 22nd November 2026.
Interviews to be held soon after closing date.

If you have any queries regarding this role please email 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

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer 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 to 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 and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also 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 four Secondary Academies: Barnsley Academy, Fir Vale 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 Westfield, 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 Fir Vale Academy

Fir Vale Academy
The best in everyone™
Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Fir Vale Academy. I am delighted to introduce you to our Academy and I hope that this application pack provides you with an overview. You are welcome to telephone and chat with me prior to applying and come and visit if you can.

Fir Vale Academy is a diverse and dynamic 11-16 Academy. We are delighted to be part of United Learning and we work closely with our Cluster schools.

We fully subscribe to the ethos and values of United Learning, they are very much values we subscribe to here at Fir Vale Academy.

Good luck with your application and thank you again for considering Fir Vale Academy as the next stage in your career.

Best wishes,

Danny Bullock
Principal
Fir Vale Academy

Section 5 – Job Description

Job Description

Post title	Behaviour Support Worker
Salary	Band 2
Responsible to	Assistant Headteacher
Role purpose	Working as part of a dedicated pastoral team, you will build strong relationships with students and families, act as a positive role model, and offer both personal and practical support to help students overcome barriers to learning.
Relevant qualifications	• Good level of literacy and numeracy • Willing to undertake further professional development

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

Role Summary

Purpose of the Post:

You will be involved in promoting positive behaviour, encouraging regular attendance, and supporting students' social and emotional needs, including making home visits and liaising closely with parents and carers. The role also includes helping to supervise social times.

Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

Support for Students:

- Attend to students' personal needs and implement related personal programmes, including those related to social, health, physical, first aid, and welfare matters.
- Establish good relationships with students, acting as a positive role model and responding appropriately to individual needs.
- Participate in meetings with parents and students regarding attendance and behaviour.
- Attend home visits to discuss attendance and behaviour concerns with parents and students.
- Actively promote good attendance and behaviour, and implement systems of praise, recognition, and encouragement.

- Support initiatives to increase student attendance, including liaison with parents in person or via telephone.
- Assist with activities that engage the local community, including parents and young people.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact positively with others and act independently, as appropriate.
- Engage in extracurricular activities with students.
- Participate in the work of the pastoral team.

Support for the Pastoral Team:

- Be aware of students' problems, progress, and achievements, and report to the appropriate manager as agreed.
- Undertake student record-keeping as requested.
- Support the pastoral team in managing behaviour, reporting difficulties as appropriate.
- Gather and report information from/to parents and carers as directed.
- Administration/Organisational Support
- Undertake general administrative tasks, including the use of the Academy's management information system.
- Assist with the reception of visitors to the Academy.

Social Time Duties:

- Supervise students on site during designated times to ensure orderly movement around the Academy, including during social time.
- Provide guidance to ensure appropriate behaviour is maintained.
- Ensure students follow agreed lunchtime procedures.

Support for the Academy:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Support diversity and ensure all students have equal access to learning and development opportunities.
- Contribute to the overall ethos, aims, and work of the Academy.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required and assist with language translation when necessary.
- Participate in training, development activities, and performance reviews as required.
- Accompany teaching staff and students on visits, trips, and off-site activities as needed.

Other Responsibilities:

- Carry out any other related duties as may reasonably be required, in agreement with the Principal.

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 the academy at events as appropriate.
- To support and promote the academy and United Learning's ethos, playing a part in strengthening relationships between academies within the cluster and between the academy 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 academy 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.

Information

The need to adapt working hours around the business need of the academies and Cluster is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, 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 postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

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

Name (print)	
Sign	
Date	

Section 6 – Person Specification

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Person Specification

Post title	Behaviour Support Worker
Salary	Band 2

Education and Qualifications	**Essential**	**Desirable**
Good level of literacy and numeracy	X	
Knowledge of relevant strategies (e.g. literacy/numeracy)		X
Willing to undertake further professional development	X	
Appropriate first aid training or willingness to undertake training		X
Skills/Knowledge/Experience	**Essential**	**Desirable**
Organisational skills	X	
High level interpersonal and communication skills	X	
Ability to relate well to children and adults	X	
Work constructively as part of a team	X	
Competent in the use of ICT	X	
A caring, positive attitude towards student welfare	X	
Able to maintain trust and confidentiality where appropriate	X	
Assist the Academy in forming a partnership with parents	X	
Experience of working within a school		X
Understanding of equal opportunities	X	
Understanding of the challenges of an 11–16 inner-city school		X
Awareness of students with special educational needs	X	
Experience managing the behaviour of students in a reasonable manner	X	
Ability to speak Roma		X
Teamwork	**Essential**	**Desirable**
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	**Essential**	**Desirable**
Energy, imagination and personal commitment	X	
Ability to adapt to changing workloads and work under pressure	X	

Self-motivated and ability to motivate others	X	
Maintains personal presentation that sets a high standard for students	X	
Can work within the spirit of Academy and council policies (e.g. Equal Opportunities, Child Protection, Health and Safety)	X	
Flexible team worker	X	
Sense of humour	X	
Ability to form and maintain appropriate relationships and personal boundaries with young people	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A commitment to extra-curricular activities.	X	
A continued interest in developments in Teaching and Learning	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The ability to remain calm and diffuse situations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the Academy's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope professionally with periods of work pressure with a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the Academy.	X	
Personal Attributes	**Essential**	**Desirable**
Flexible and prepared to work outside of Academy hours in response to the needs of the Academy and its users	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. References 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 academy website/s prior to attending the interview.

The Interview

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

Fir Vale Academy
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Fir Vale Academy
Owler Lane
S4 8BG

Website: https://www.firvale.com
Email: enquiries@firvale.com
Telephone: 0114 2439391

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.