



Senior Behaviour Support Manager
37 HOURS/week – Term Time only
Grade 7 – £26,073-£29,264
Mon – Thursday 8.30-4.30 pm
Friday 8.30-4.00 pm
To start 13th April 2026

**APPLICATION
PACK**



Welcome to Hednesford Valley High School

Dear Applicant,

Thank you for your interest in the position of Senior Behaviour Support Manager at Hednesford Valley High School. I am delighted that you are considering applying for a position at our school.

Hednesford Valley High School is a proud member of Staffordshire local authority. Set in the backdrop of Cannock Chase, an area of outstanding national beauty, we are a maintained secondary generic special needs school supporting 194 students from years 7-14 with a wide range of additional needs.

We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. We are based over two sites. Students in years 7-11 are educated at our main site on Stanley Road and our Sixth Form is based at our Sixth Form Centre at Cannock Chase High School, approximately one mile from our main site.

Further information is available on our website <https://www.hvh.staffs.sch.uk/about-us/vacancies>

Hednesford Valley High School is passionate about diversity and inclusivity and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification.

If you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Visits to the school are warmly welcomed. If you would like to arrange a visit or to discuss the role in more detail, please do not hesitate to contact the school office via email at office@hvh.staffs.sch.uk or by telephone 01543 423714

Yours sincerely



Stephen Stokes Headteacher
Hednesford Valley High School

Salary Grade 7

The post holder is immediately responsible to: Deputy Headteacher

Statement of Purpose

Under the direction of the Deputy Headteacher, to co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.

Support to Students

- * To be a first response for everyday student problems.
- * To investigate reported incidents of poor behaviour.
- * To contact parents in informing them of individual students' behaviour as part of effective lines of communication between school and home.
- * To liaise with the relevant staff on actions to be taken.
- * To administer appropriate sanctions
- * Work directly with individuals or groups to raise self-esteem and confidence of students with a view to improve personal and social skills.
- * Supporting parents and students in crisis, liaising with identified personnel.
- * To arrange for units of work and/or specific skills development with individual students to be provided.
- * To monitor behaviour the progress of these students.
- * Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available.
- * To co-ordinate detentions, liaising with parents, students and staff.
- * To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues.

Support Organisational Manager

- * To present data relating to the student support service to the leadership team on a weekly basis and to produce ½ termly reports to Governors on behaviour and exclusions.
- * To work with the Deputy Headteacher to review and monitor policies related to Behaviour.
- * Monitor attendance of students.
- * May act as the Deputy Child Protection Officer.

Line Management

- * Day-to-day supervision/line management of up to 5 members of support staff.
- * Liaise between support staff and leadership team.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Financial Management

Personally accountable for delivering services efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

To comply and engage with people management policies and processes
Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other agencies/professionals.

Attend and participate in regular meetings.

Participate in training and other learning activities and performance development as required.

Recognise own strengths, areas of expertise and use these to advise and support others.

Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with.

Equalities

Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time-to-time following consultation between the Head Teacher and post holder.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of working in an education setting committed to the inclusion agenda. • Experience of working with students demonstrating challenging behaviours. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ 3 or equivalent qualification in a relevant discipline. 	AF
Knowledge/Skills <ul style="list-style-type: none"> • Ability to remain calm in situations of high tension. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/ legislation. • Good ICT and record keeping skills. • Ability to communicate effectively both orally and in writing. • Good communication skills. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the students, parents and other stakeholders and challenges barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Demonstrates focused implementation of role and responsibilities • Builds strong team ethos where everyone feels valued • Provides timely, sensitive and honest feedback on performance • Is accountable for own development and encourages the ownership of development needs amongst team members • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF - Application form

I – Interview

T – Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

WHAT CAN WE OFFER YOU:

Hednesford Valley High School recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- Excellent working environment.
- A supportive ethos and concern for the well-being of all colleagues
- Termly “Deep Work” days to support your role.
- Continued professional development opportunities.
- Pay progression and recognition of continuous service.
- Generous local government pension scheme.

Access to comprehensive and flexible Employee Assistant Programmes which include:

- Cycle to Work Schemes
- Online gym classes
- Health and wellbeing support and advice e.g., Men’s Health, Wellbeing Action Plans, Better Sleep, Relaxation and Meditation, Understanding Menopause.
- Financial advice services
- Think Well, fast track counselling service.
- Physiotherapy
- Eye-sight testing
- Retail discounts in supermarkets, high street shops, restaurants and days out.
- Free car parking
- Free staff tea and coffee
- Flexible working opportunities are available.

INFORMATION FOR APPLICANTS

- 1. Completing an application.**
 - To apply for the position download the job application form from the school website www.hvh.staffs.sch.uk/about-us/vacancies and email to I.bent@hvh.staffs.sch.uk.
Please note CVs are NOT acceptable.
- 2. Read the Job Description and Personnel Specification.**
 - Shortlisting is based on the criteria outlined on the Personnel Specification.
 - The Specification lists qualifications, skills and qualities that are essential to undertake the job.
 - It is important that you make it clear in your application how you possess these qualities.
- 3. Personal Details.**
 - Please fill in all your relevant details, using your full legal name.
 - If any field is not applicable, please enter N/A.
- 4. Employment History**
 - Please provide all relevant experience you have.
 - Please don't refer us to another job description even if you currently work for the council.
 - We will not make assumptions about you or your abilities even if you already work for the council.
 - Any employment with temporary agencies you must show the agency as the employer as well as the business where the work was carried out.
 - Please also include any breaks in employment history together with the reason for the break.
- 5. Education/Training/Membership**
 - List all qualifications, including those gained overseas, stating the date and grades/levels achieved.
 - Please note you will be required to produce original certificates for all qualifications listed on your application if you are shortlisted for interview.
 - If essential qualifications or equivalents are specified on the Personnel Specification we will check to see if yours meet the criteria and are relevant.
 - Please only list your memberships or training if they are relevant to the job.

INFORMATION FOR APPLICANTS

6. Supporting Statement

- Your supporting statement of suitability of no more than two sides of A4, should demonstrate how you meet the requirements set out in the personnel specification.
- Please ensure specific examples are included.

7. References and Declaration

- For shortlisted candidates, references will be sought ahead of the interview process.
- Please include your current or most recent employer as one of the references.
- If you currently work in a school, please give details of your current Headteacher.
- Email addresses must be professional emails and not personal emails.
- Please check with your referees that they are happy for us to contact them.
- For graduates or people leaving full-time education please give a contact from your last educational establishment.
- Shortlisted candidates will be subject to online social media checks.
- You should carefully consider any questions seeking declaration and answer the question honestly.
- Hednesford Valley High School is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the school expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

8. Diversity & Equality Information and Data Protection

- We aim to promote equality of opportunity for all regardless of circumstances. Staffordshire County Council is an inclusive and diverse employer, where our people feel they have the opportunity to succeed and progress.
- By completing the Equality & Diversity Monitoring form you will help us to monitor our recruitment and selection procedures and eliminate potential areas of discrimination.
- Staffordshire CC is a Disability Confident Employer, who has a positive approach to employing disabled people and guarantee an interview for applicants who disclose they would like to be considered under this scheme and meet the essential criteria.

INFORMATION FOR APPLICANTS

8. Diversity & Equality Information and Data Protection (cont/d...)

- If you require any reasonable adjustments during the recruitment process, be sure to include these on your application form.
- Before submitting your application, your consent will be required to hold and process your personal data.

9. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed.
- The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.
- One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.
- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

10. Visits to Hednesford Valley High

- Prior to making an application visits to our school are warmly welcomed. To arrange a visit or to speak to a member of the Senior Leadership about this role please contact Reception on 01543 423714.

Adverts will close as soon as sufficient applications have been received therefore you are advised to submit an application as soon as possible. For help, please contact Louise Bent – School Business Manager via e-mail

l.bent@hvh.staffs.sch.uk

KEY DATES & INFORMATION

Vacancy Closing Date: Monday 2nd March 2026
Interviews: Thursday 12th March 2026

Start Date: 13th April 2026

We will only contact selected candidates. If you do not hear from us your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone/email.

Selected candidates must be available to attend interview on the dates shown above. Further details of the interview process and arrangements will be provided to those shortlisted.

Hednesford Valley High School,
Stanley Road,
Cannock
Staffordshire
WS12 4JS
Tel: 01543 423714
Email: I.bent@hvh.staffs.sch.uk