



APPLICATION PACK

Senior Behaviour Support Manager

The working hours are 37 hours/week Term Time Only

Actual Salary - £20,707

Hednesford Valley High School

Stanley Road

Hednesford

Cannock

Staffordshire. WS12 4JS

Tel: 01543 423714 / Email: office@hvh.staffs.sch.uk

Information about the school

Hednesford Valley High is a good generic secondary special school with a split site provision. There are currently 183 students on roll.

Students in Year 7-11 are based at the Hednesford Valley High, Stanley Road Site, and students in Years 12-14 are based in E block at Cannock Chase High.

The school caters for a wide range of students, many with more than one area of SEN.

All staff are totally committed to providing excellent teaching and learning to empower students to become independent citizens of the world.

"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment".

All the positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/disclosure-barring-service-check

The latest Ofsted Inspection dated 6th March 2019 - the school was judged to be Good.

"The curriculum for key stage 4 pupils has been designed to provide a broad curriculum experience with a combination of vocational and academic subjects which effectively prepare pupils for their next steps in education. This continues into the sixth form, where the curriculum is centred around work experience, work-based activities and careers advice."



School			
Job No.	Post Title	Grade	Date
AA6947	Senior Behaviour Support Manager	7	April 2008

School Purpose and Values

Under the direction of the Inclusion Manager, 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 Management

- 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 Inclusion Manager to review and monitor policies related to Behaviour across the Academies.
- Monitor attendance of students.
- May act as the Deputy Child Protection Officer.

Line Management

- Day to day supervision/line management of up to 7 members of support staff across the School.
- 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

- Promote and safeguard the welfare of children and young persons you are responsible for or come 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 and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Level 3
Senior Behaviour Support Manager

Criteria	Measured by
• Experience • Experience of working in an education setting committed to the inclusion agenda. • Experience of working with students demonstrating challenging behaviours.	AF/I
• Qualifications/Training • NVQ 3 or equivalent qualification in a relevant discipline.	AF
• Knowledge/Skills • 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 • 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
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AF - Application form

I - Interview

PE - Practical Exercise

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.***

KEY DATES AND INFORMATION

Vacancy Closing Date: 10:00 am on Monday 23rd May 2022

Shortlisted candidates will be notified by email on 24th May 2022

If you do not hear from us by 27th May 2022 your application has been unsuccessful, and no further correspondence will be issued due to posting costs. Candidates who are shortlisted will be informed by telephone or email if possible.

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

Interviews: Tuesday 8th June 2022

Start Date: 5th September 2022

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

Application process

Application is by completion of the Application form which is available on the school website: www.hvh.staffs.sch.uk/vacancies please note that CVs are not accepted. Please ensure that any covering letter is not longer than 2 sides of A4 paper.

Your application form should be returned to school c/o Mrs Louise Fox, Support Services Manager can be returned to the address above or by emailing l.fox@hvh.staffs.sch.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spend reprimands, formal warnings, cautions and convictions in your application form.

The following policies are available on the school website <https://www.hvh.staffs.sch.uk/Policies/>

- Safeguarding Children & Adults Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Link to [Privacy Notice for job applicants](#)

Thank you for your interest in this vacancy