

## **APPOINTMENT OF BEHAVIOUR SUPPORT ASSISTANT**

### **CONTEXTUAL INFORMATION**

In 2016 we reviewed our pastoral system and as part of that review we introduced a role to support our students' ability to learn from their mistakes and to make positive choices. This post has proved to be successful where the current Behaviour Support Assistant has developed and embedded the role by working alongside the four vertical colleges, an inclusion team and a wealth of specialist staff, to promote high levels of student behaviour.

We are now seeking to appoint an enthusiastic and committed individual to cover our incumbent's maternity leave from July or September 2022.

The successful candidate will supervise our internal Behaviour Support Room where students may be sent to:

- Cool down from an emotional and challenging situation
- As a sanction for breaking the school's code of conduct
- As an alternative approach to an external exclusion

The successful candidate will ensure the smooth running of the Behaviour Support Room on a daily basis and will maintain accurate records of behaviour events. They will support students to reflect on their experiences and to write statements about difficult events that have occurred during the day. In addition to this they will support the College Leaders with the provision for students taking part in alternative education placements off-site and support effective transition back in to the main school.

We are looking to appoint someone who can ensure that our code of conduct is met through a fair and rigorous approach. The candidate will be able to use emotional intelligence and communication skills to help students to reflect on, and learn from, challenging situations. They will be disciplined enough for students to understand the seriousness of their mistake and yet sensitive enough to identify possible triggers and underlying reasons for poor behaviour.

Our College system has evolved around our students to ensure that each individual feels a valued and valuable part of the school community and that their wellbeing, future and aspirations are genuinely cared about and cultivated. We have three Colleges: **Swan**, **Rose** and **Fortune**; each of which has a lower section, years 7-9 and an upper section, years 10-13.

Within each College are a number of tutor groups which operate a vertical tutoring system. This means that each tutor group has students from each of the year groups within their lower or upper section. This creates a more 'family' centered approach that ensures every individual is part of an important team that will take care of its members. The Colleges encourage students to contribute to their tutor group, their College and to the school as a whole, thereby enhancing not only their own school experience but that of those around them.

### **Working Hours and Holiday Arrangements**

The post is advertised as full time, 37 hours per week 39 weeks per year (38 term time plus 5 staff learning days) For any applicants requiring part time hours, 4 days per week will be considered.

Support staff who work term-time only or term-time plus an agreed number of days during school holidays may not take any holiday during term.

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

### **Grading of the Post**

The pay system in operation uses a banding system, within which this post has been job evaluated, and aligned to a band, representing the job weight and the seniority of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1<sup>st</sup> April each year, except during national wage freezes.

Increments within the defined scale for the post are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment

would be paid the following April, but if starting on 1<sup>st</sup> December, the first increment would not be paid until six months had elapsed, that is on 1<sup>st</sup> June.

### **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. Following the induction period, a planned professional development programme will be established, linked to the in-house performance review system.

### **The Organisation of Staff at Stratford upon Avon School.**

There are about 198 staff employed at the school, with slightly over half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff, and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development if they wish in ways appropriate to their role and expertise. Other optional opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. a staff half-marathon team some years, or staff cycling), and participating in staff social events. The on-site fitness gym is available for staff use at particular times.

### **Start Date**

It is anticipated that the successful candidate will be able to start July/September 2022. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

### **Interviews**

Interviews will be scheduled within one week of the closing date

We hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact HR at the school, telephone 01789 268051.

Paul Stacey  
Assistant Headteacher  
May 2022