

Carshalton High School for Girls



Behaviour Support Officer - Exclusion Unit Co-ordinator Application Pack

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CARSHALTON HIGH SCHOOL FOR GIRLS

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Letter from the Headteacher

July 2018

Dear Candidate

Thank you for your interest in the position of Behaviour Support Officer – Exclusion Unit Co-ordinator at Carshalton High School for Girls (CHSG). Since 1st April 2018, our school, together with Nonsuch High School for Girls and Wallington High School for Girls has been part of the Girls Learning Trust. Although part of a Multi-Academy Trust, each school retains its own identity. Further information is contained within the pack.

At CHSG our vision is to be 'a centre of excellence where staff and students learn and thrive together'. Our ethos is based on our core values of Community, Harmony, Success and Growth. Securing high achievement and the well being of students is at the heart of everything we do. First quality teaching, our strong pastoral system, excellent support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities, ensure that the needs of every student are personalised and met and each student maximises their success.

Developing our staff and their wellbeing is a high priority so we provide a well-resourced environment where staff are supportive of each other and work collaboratively.

I hope after reading this pack you are interested in joining our dynamic school and staff team. If so, please complete the school application form and return it to Mrs Sam Willard (PA to the Headteacher) at the school.

I very much look forward to hearing from you.

Yours faithfully,

**Vivien Jones
Headteacher**

Girls' Learning Trust (GLT)

Message from Jane Burton, CEO

I am delighted that you are interested in a position in one of the GLT schools.

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

The aims of the Girls' Learning Trust are to deliver a first class education for girls ensuring that they realise their full potential and leave the Trust well prepared for their future. With around 4000 students and a highly effective operating model, GLT gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust. We aim to be a 5 school Trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

The aims of GLT are achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo

The Trust model brings many advantages to staff at all levels in the schools. Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the GLT structure is to provide highly effective leadership and support of the teaching and learning within their school alongside day to day management. The school Headteacher is accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. The Director of Finance and

Operations (DFO) is accountable for ensuring a financially viable and efficient Trust and leads the team of Trust staff across Finance, HR, IT and Premises. The DFO and the Headteacher in each school report to and are supported by me in my role as CEO.

Staff are able to benefit from many different opportunities for development across the Trust. These include the opportunity to attend the annual GLT conference that brings all staff in the Trust together and the chance to participate in trust training and development across a number of areas. In addition, when you are at the stage when you want to consider moving to the next level in your career, a larger Trust brings more opportunities that a stand alone school may do.

Although the Trust plays an important role in each school, the GLT model ensures and values the fact that each school retains its own unique identity within the Trust which can be seen when visiting each school or looking at the website.

I hope that after reading this information pack you decide to submit an application.

Jane Burton, CEO

Information about Carshalton High School for Girls

Carshalton High School for Girls is a highly successful, popular 11 to 18 comprehensive school. There are 1265 students on roll, over 80 teaching staff and a number of support staff who make a major contribution to the daily smooth running of the school in a variety of ways. Staff work as a cohesive team setting the highest professional standards as an example to the students.

Ofsted Inspected the school in November 2017 and judged the school as good in all categories and good overall. We were delighted with the judgements and many of the positive aspects highlighted:

- *"The school is a happy and safe community where pupils do well and staff are proud to work."*
- *"The headteacher and leadership team have high aspirations for the school. They are strongly supported by governors and staff."*
- *"Pupils make good progress overall and in 2017 the progress of disadvantaged pupils was particularly good."*
- *"The quality of teaching is good overall, with aspects that are outstanding. This helps pupils to make good progress."*
- *"An excellent range of enrichment opportunities contribute strongly to pupils' all-round development."*
- *"The school's care and support for pupils is outstanding. Staff understand pupils' needs extremely well and work closely with other agencies to provide extra help, should this be needed."*
- *"Pupils enjoy school and have good attitudes to learning. They behave well in lessons and around school."*
- *Pupils are welcoming and polite to visitors. They show pride in their school."*
- *"Pupils show respect for the beliefs of others and understand the importance of democracy and the rule of law."*
- *"Parents are positive about the school and the quality of education their children receive."*
- *"The sixth form provides students with good opportunities for academic and personal development. They are well prepared for the next stage of education or employment."*
- *"Students' progress on BTEC courses is outstanding, and progress on A-level courses is good."*
- *"The school is a genuine inclusive and caring community where pupils from different backgrounds are respected."*

The school is a designated Humanities/Arts College, has been awarded Artsmark Gold 4 times and holds Investor in Careers Status.

The school is a member of the PiXL (Partnership in Excellence) Club.

Why work at CHSG?

We are totally committed to providing the best possible working environment for all staff.

Carshalton High School for Girls is a good place to work and we believe we have a great deal to offer staff who join our team.

In our recent inspection (November 2017), Ofsted commented on the school being a happy community and fed back how proud staff are to work at the school.

Our vision clearly states that we are a community where 'staff and students learn and thrive together' and we are totally committed to ensuring staff are given the opportunities and encouragement to develop both personally and professionally. There is a culture of distributed leadership and numerous examples across the school where staff have gained promotion.

Growth Mindset is a key part of our ethos, as is relevant Continuous Professional Development. The ethos of constant improvement and positivity underpins our work and staff are encouraged to 'grow' and 'develop' through programmes offered and the daily support and guidance given.

We are totally committed to providing the best possible working environment for all staff.

The school has a warm, friendly, calm atmosphere, something visitors comment on frequently. Behaviour is very good and the school often receives positive feedback from external organisations.

There are high expectations of staff, but everyone is extremely well supported. There is a culture of working collaboratively and of working with and helping each other. Supply teachers are happy to return and Student Teachers, NQT's and new staff praise the support and guidance given.

Staff wellbeing is a high priority; our commitment demonstrated by having an in-house wellbeing team.

A number of staff social events are organised throughout the year.

We constantly seek ideas and comments on how we can further improve our workplace and practice and are open to trying new ideas and initiatives that bring benefits to our community.

We have recently completed a £6.4 million build including new specialist facilities for Maths, Drama, Dance and Music and a brand new canteen and sports hall.

We are a school that seeks to constantly do better and whilst outstanding in many ways, we are ambitious and determined to secure further improvement.

Vivien Jones, Headteacher

Behaviour Support Officer: Exclusion Unit Co-ordinator

Salary Scale: Girl's Learning Trust Grade Range 3 (£20,667 – £22,425) per annum pro rata
Actual Salary range (£17,617 – £19,173)

Hours: 36 hours per week: 8:20am to 16:00pm Term Time + 1 week

Type of Contract: Permanent

Job Description

Main Duties

To manage the school's internal Exclusion Unit (EU) and support the school's behaviour strategy as part of the wider behaviour support team.

Duties and Responsibilities

1. Manage the school's internal Exclusion Unit. Supervise students within the Exclusion Unit.
2. Manage, review and develop the learning resources provided for students in the Exclusion Unit to ensure each student's learning is still at the forefront of provision.
3. Administer bookings and schedules for the Exclusion Unit.
4. Review, develop and implement systems, routines and procedures to improve the efficiency and effectiveness of the Exclusion Unit.
5. Initiate and co-ordinate behaviour strategy meetings with staff and students, in conjunction with the Senior Leadership Team
6. Analyse data and provide reports in relation to the Exclusion Unit.
7. Support and assist the wider behaviour support and pastoral teams through the planning, monitoring and completion of Pastoral Support Programmes for students as directed and as required
8. Support students with behaviour in lessons and around the school through building positive relationships
9. Be proactive in the identification of students who require support and lead on behaviour intervention groups, monitoring their effectiveness throughout.
10. Support staff in dealing with challenging behaviour through CPD as required
11. Undertake supervision duties during the school day (additional payment for lunchtime duties).

12. Follow up safeguarding issues in line with school policies and procedures.
13. Establish working routines and maintain records/logs of casework and provide staff with requested information as required.
14. Attend meetings within school and externally as required.
15. Liaise with parents as required.
16. Promote the inclusion and acceptance of all pupils.
17. Set challenging and demanding expectations and promote self-esteem and independence.

Generic

18. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
19. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
20. To invigilate school examinations as required.
21. To perform other such duties of a similar nature as from time to time may be required.

Person Specification:

Essential (E) or Desirable (D) below

Experience:

- previous experience of working with students/staff in a mixed comprehensive school **(E)**

Skill, Knowledge and Abilities:

- high level of organisational skills **(E)**
- ability to form positive relationships with students, staff and parents/carers **(E)**
- possessing skills to communicate with challenging families **(E)**
- possessing competent ICT skills and familiarisation with Sims/generic Microsoft applications **(E)**
- an attention to detail **(E)**
- high level of personal drive and energy **(E)**
- receptive to new ideas and change **(E)**

Education and Qualifications:

- A good standard of literacy and numeracy **(E)**
- willingness to undertake appropriate professional development training **(E)**
- first aid qualification (training will be provided) **(D)**

Personal Attributes:

- willing to integrate into a team **(E)**
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- a friendly, co-operative approach to parents, pupils and staff **(E)**
- willing to work flexibly in terms of job roles and responsibilities **(E)**
- promotes and gives a positive image of the school **(E)**
- excellent attendance and punctuality **(E)**

Notes to Applicants

In line with our recruitment policy and for the protection of our students, the successful candidate will be subject to an enhanced DBS disclosure. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be eligible to work in the UK.

We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce which reflects the nature of our school community.

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

An application form can be downloaded from the School's website: www.chsg.org.uk. Please also complete and return the disclosure and equal opportunities monitoring forms which are attached to the application form.

Applications should be emailed to swillard1@suttonmail.org

Closing date: noon on Monday 16th July 2018

Interviews: w/c 16th July 2018

If you are shortlisted, we will take up references prior to your interview.