



Appointment of

**Behaviour Support Co-ordinator
& Family Support Worker**

Temporary, Part-time Maternity Cover

NJC Grade 7 (£11,419 - £13,373 actual salary range)

**22.5 hours – 3 days per week
(Monday, Tuesday & Wednesday)
38 weeks per year (term-time only)**

Closing date for applications: Noon on Friday 7 October

*We are committed to the safeguarding and promotion of the welfare of children
and appointments are made subject to enhanced DBS disclosure.*

PASTORAL ORGANISATION AT THE FALLIBROOME ACADEMY

The Assistant Principal – Pastoral Leader 11-16 is directly responsible for the pastoral organisation at the Fallibroome Academy and is supported by a Deputy Pastoral Leader who is also the Learning Manager for Year 7 pupils. Four other Learning Managers who head the year groups from Year 8 to Year 11, form part of this team. Each student entering the school is put into one of eight mixed ability forms, the name of which comes from the school motto, 'PROSPICE' which means 'Look Forward'. The Form Tutors, Learning Managers and the Pastoral Leader all have specific responsibilities for the care, welfare and development of the students in their charge.

These managers and leaders are teaching staff who are supported by two Pastoral Supervisors and a Pastoral Administrator from the non-teaching staff. The supervisors provide general support in the day to day management of student welfare, attendance and behaviour and provide support in addressing the needs of students who need help to overcome barriers to learning.

On occasion, the supervisors provide cover for the short-term absence of teaching staff, supervising whole classes of pupils to ensure that set work is completed. The Pastoral Administrator provides administrative cover for all members of the Pastoral Team.

The Academy also provides support to our students by employing the services of a School Counsellor, external agencies and professionals such as the School Nurse and Education Welfare Officer.

The Sixth Form Centre has its own Pastoral Team which works closely with the KS3 and KS4 team as required.

THE PASTORAL SUPPORT CENTRE (PSC)

The Pastoral Support Centre (PSC) opened to its first cohort of students in September 2012. The centre accommodates the staff who form our very strong and effective Pastoral Team.

The purpose of the Pastoral Support Centre provides two main functions:

- a) To offer support to a variety of vulnerable students, including 'return to school' students on a partial timetable, via the differing interventions available through the Centre: the Inclusion Resource Centre (IRC), counselling, 'Family Support' type interventions and the Medical Room.
- b) To act as an intervention to avoid students being excluded either permanently or for a fixed period, through structured support offered in the teaching room, and to allow varying degrees of internal exclusion. Fixed term exclusion will still be used in more serious cases eg violence/damage etc.

The Fallibroome Academy's pastoral systems have consistently been recognised by many external agencies and Ofsted as outstanding. The establishment of the PSC and the development of its various functions ensure that we maintain and enhance this record and provide students with the opportunity to realise his or her true potential. A core 'family' of students has been identified who it is felt would benefit from the additional personalised support that the PSC can offer.

At Fallibroome, all students are given the opportunity to develop in the way and at the rate which is best suited to them. Students of all abilities learn to live with one another in a community built on values of Trust, Respect, Optimism, Creativity and Service. It is by this means that we aim to prepare our young people for the broader community to which they will belong on leaving school.

The Fallibroome Academy is committed to maintaining high standards of morality and behaviour and the Pastoral Support Centre has an integral role in helping the school to achieve this aim. It is our objective to lead the children forward to a richer experience of life and to enable them to achieve the best of which they are capable. For this to happen, it is essential for parents and the school to work together and we hope, therefore, that a close and happy association will develop, strengthened by the Pastoral Support Centre.

**BEHAVIOUR SUPPORT CO-ORDINATOR (BSC)
& FAMILY SUPPORT WORKER**

PART-TIME TEMPORARY MATERNITY COVER

INFORMATION ABOUT THE POST

We are seeking to appoint a Behavioural Support Co-ordinator (BSC) & Family Support Worker to join the Academy's Pastoral Team, working in our Pastoral Support Centre. The purpose of this role is to provide an internal provision intended to support a small number of students across KS3 and KS4 who are at risk of exclusion, emotionally vulnerable or struggling to manage in the wider school environment.

The BSC is primarily responsible for the supervision and support of students who have been removed from lessons. Working under the direction of the Pastoral Leader and in consultation with Learning Managers, Directors of Teaching and Learning (DTLs) and individual subject teachers, the BSC will supervise and support the learning of excluded students. He/she will demonstrate the skills required to engage, motivate and support students working towards reintegration into mainstream classes and will continue to support and guide individual students as required. Applicants must possess excellent communication skills and have high levels of competency in English, Mathematics and IT.

This is a part time position of three days to cover the days left vacant by our established BSC who is commencing maternity leave in November.

The BSC will help to manage the Pastoral Support Centre, co-leading a team of four staff. He or she will need to demonstrate excellent interpersonal skills, and be confident when dealing with difficult and challenging individuals and situations.

The successful candidate will have had experience of working with vulnerable and challenging pupils. Ideally, they will have some level of teaching experience, possibly as a Higher Level Teaching Assistant. The role will also include supporting the parents of disaffected pupils, helping them to improve the attendance, motivation and engagement of their children.

All members of the Academy's Pastoral Team are required to work collaboratively to ensure that learning experiences offered to students are relevant and appropriate to their needs. An understanding of the unpredictable nature of pastoral work and the need to respond accordingly, sometimes going the 'extra mile' to support students, is essential. The successful candidate must be an effective team worker and be able to relate to a wide variety of people, including staff from external agencies who have regular contact with the school to support the development of the students.

A detailed job description is included in this pack.

The post is part time, 22½ hours per week for 38 weeks per year. The routine* working hours for this post will be as follows:

Monday, Tuesday Wednesday: 8.30 am until 4.30 pm
(including a half hour unpaid lunch break)

***Notwithstanding this routine pattern, the successful applicant will need to demonstrate a flexible approach in order to meet the exigencies of the school. They may, for example, be required to attend meetings outside normal school hours or attend parents' consultation evenings.**

The post will be paid at NJC Grade 7 within the SCP range 25-29 (£22,434 to £25,694) pro rata. Actual salary will be between the range £11,419 to £13,373, depending on recent relevant experience.

The person appointed to this post must subscribe to the ethos of the Academy and have an understanding of what we are trying to achieve. As well as the technical and practical skills required to carry out the work outlined in the job description, he/she must have flexibility, the ability to work well under pressure and under their own initiative. A commitment to high standards in personal work are essential for this position. The appointee must also be a good team worker able to relate to a wide variety of people in a complex organisation, and will often need to respond promptly to teachers working under pressure of time.

The successful applicant must be able to demonstrate a good record of attendance and punctuality in your previous employment and be of smart personal appearance.

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

JOB TITLE:	Behaviour Support Co-ordinator & Family Support Worker	JOB REF:	TFA (PAS) 0005
RESPONSIBLE TO:	Assistant Principal - Pastoral Leader 11-16	GRADE:	NJC Grade 7 SCP 25-29

BASIC JOB PURPOSE:

To supervise and support students who have been withdrawn from lessons.

To deliver the curriculum to students within the Pastoral Support Centre (PSC) so as to support subject teachers and provide a level of continuity to pupils' learning.

To work with individuals and/or groups of students to facilitate reintegration into mainstream classes.

To work with families as required improving attendance, punctuality, motivation and engagement of students

To line manage the Pastoral Supervisors, the Pastoral Administrator and School Counsellor

MAIN RESPONSIBILITIES

1	To be the first point of contact for any students removed from lessons and support these students in their learning. Encourage positive attitudes and behaviour and work with students towards their successful reintegration into mainstream classes.
2	In consultation with the relevant subject teachers and Directors of Teaching & Learning (DTLs), to deliver the curriculum to students within the Pastoral Support Centre by supervising, supporting and assessing progress.
3	To liaise with individual subject teachers, tutors and DTLs in relation to behaviour and learning of individual students and/or groups of students, including convening 'restorative justice' style interventions.
4	Arrange and deliver appropriate programmes with individual students and/or groups of students, such as anger management and building self-esteem.
5	To provide regular verbal and written feedback on students who are in the PSC to the Pastoral Leader, other school staff and external agencies as required.
6	To organise and lead Common Assessment Framework meetings (CAFs) when directed by the Pastoral Leader.

7	To support Learning Managers and liaise with outside agencies, including assisting with the preparation of appropriate management reports.
8	To liaise with families as required to improve students' attendance, punctuality and engagement including undertaking home visits where necessary.
9	To work alongside families of students where Social Services are engaged and to attend core group meetings to present the school's perspective.
10	To assist with the completion of Personal Education plans for cared for children.
11	To attend relevant meetings both during school hours and after school.
12	To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
13	To work within the systems and structures of the school and follow agreed protocol and established school policies pertaining to both staff and students.
14	To promote the school's Behaviour Policy and Code of Conduct and support students to comply with them and to understand the consequences of their behaviour, including leading short-notice detentions as required.
15	To participate in SEN reviews for students as required and to provide written reports to support these reviews.
16	To oversee the maintenance of all manual and computerised records and filing systems, including registers and logs in respect of all students using the PSC.
17	To use ICT effectively to support learning activities.
18	To assist senior managers and other colleagues as required in the organisation of one to one mentoring, drop-in sessions, and lunchtime and after-school opportunities.
19	To take responsibility for one's own professional development, attending relevant courses and keeping abreast of current policy and practice across the education sector in relation to pupil behaviour and inclusion.
20	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
21	To actively promote the safeguarding and welfare of pupils at all times.
Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

**BEHAVIOUR SUPPORT CO-ORDINATOR
& FAMILY SUPPORT WORKER**

PART-TIME TEMPORARY MATERNITY COVER

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to Degree level or equivalent		√
Educated to at least GCSE 'A' Level or equivalent	√	
GCSE in Mathematics & English	√	
A First Aid Qualification		√
EXPERIENCE		
Experience of working with young people	√	
Experience of working in an educational establishment	√	
Experience of supervising/supporting small groups		√
Experience of working with external agencies/professionals		√
Experience of working with challenging behaviour	√	
Experience of working with and supporting children and their families and/or foster parents		
Experience of implementing support programmes with individuals or groups		√
Understanding of the KS3 and KS4 curriculum		√
KNOWLEDGE AND SKILLS		
Ability to build and form good relations with colleagues, students and parents/carers	√	
Outstanding communication skills, both verbal and written	√	
Ability to work constructively as part of a team but also individually with minimal supervision	√	
Excellent literacy and numeracy skills	√	
Ability to use ICT packages and equipment effectively	√	
Working knowledge of behaviour management strategies	√	
Ability to deliver relevant learning activities	√	
Working knowledge of relevant educational policies, procedures and current legislation pertaining to schools		√
PERSONAL QUALITIES		
Ability to deal confidentially and appropriately with situations	√	
Initiative and ability to prioritise workload even when under pressure	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Efficient and meticulous in organisation	√	
A desire to enhance and develop skills and knowledge through CPD	√	
Evidence of exemplary attendance and punctuality	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	

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PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete the enclosed application form. In addition, you are asked to submit a **concise** letter of application. This should not exceed two A4 pages in length (12 pt) that describes how your experience and particular achievements make you a strong candidate for this position.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be short-listed.

Completed applications should be returned to:

Miss A N Childs
PA to Headteacher/Personnel Administrator
The Fallibroome Academy
Priory Lane
Macclesfield
Cheshire
SK10 4AF

jobs@fallibroome.org.uk

Tel: 01625 827898

The closing date for applications is **noon on Friday 7 October.**

Please note that we do not normally arrange informal visits for prospective candidates before short-listing has taken place, but if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Stuart Smalley, Assistant Principal: Pastoral Care 11-16 at the school (sma@fallibroome.org.uk).

Interviews will be held mid-October. If you have not heard from us within three weeks of the closing date, regrettably you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Services.