



## Job Application Pack

### **Lead Behaviour Coordinator (non-teaching)**

Salary: SO1 point 23 (£30,151 pro rata, actual salary £27,150 per annum)

Contract: Full time, term time only, Permanent

Closing date: Friday 16<sup>th</sup> June at 9am



## Letter from the Head Teacher

Welcome.

Thank you for expressing an interest in a vacancy here. On behalf of everyone here at Toot Hill School, I extend you a very warm welcome.

I am incredibly proud to be the Head of a vibrant and dynamic community school which has undergone a period of significant change during recent years and is now rapidly emerging as an 'amazing' local school; a school with exceedingly high standards and expectations and one which demands nothing but the best from every member of school community. At Toot Hill School, we look to innovate and become a national beacon of education.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development. Our staff and students work exceptionally hard to secure strong academic achievement but are equally passionate about their development outside the classroom as life-long learners and take part in a range of enriching experiences that compliment academic studies.

The local community see Toot Hill School as the school of choice for their children and we look to ensure this remains the case. We place a knowledge-rich curriculum at the heart of our school improvement plan and we strive to achieve social justice for all by making sure that every student receives their entitlement to access a broad and balanced education.

With a shared vision for staff, parents, carers and students, continual schedule of building development and a dedicated and committed staff team, the future is extremely bright for Toot Hill School. If you are encouraged to apply for this position, you will join our school at a very exciting stage of its development and will be provided a range of opportunities to make a significant difference to the lives of our students and indeed our entire school community.

I do hope that this information encourages you to apply to join a talented team committed to success and look forward to receiving your application.

**Chris Eardley**  
Head Teacher



## **Application Details**

Thank you for your interest in this vacancy at Toot Hill School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

The online application form for this role is located on the current vacancies page of the school website [www.toothillschool.co.uk](http://www.toothillschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description –Lead Behaviour Coordinator**

Reports to: SLT – Pastoral

### **THE PASTORAL TEAM**

The Pastoral Team currently provides a pivotal link between our high expectations of personal development, behaviour, safeguarding and positive engagement in school. Our current team includes five Heads of Year, five Achievement Coordinators, two Inclusion SENDCo's, Student Services and the Hub, as well as 3 non-teaching behaviour leads. This post will offer additional non-teaching pastoral capacity to this team. The Pastoral Team prides itself on building excellent working relationships with students, teams of staff and parents to ensure every student has the support and guidance to keep them safe and achieve their best within our Work Hard, Be Kind, Take Pride ethos.

### **THE ROLE**

The successful candidate will lead and manage a dynamic and child centred Behaviour Team at Toot Hill School, managing the behaviour, welfare and academic achievement of our students. The post holder will work closely with students, parents and staff to remove barriers to learning and progress and will support a team of tutors to deliver the highest standards of student behaviour attitude to learning and attendance. There will be a requirement for the post holder to analyse data to inform and implement appropriate intervention, mentoring or counselling, ensuring our students respond positively.

We are looking for a passionate individual who lead the behaviour team and will be an integral member of our extensive pastoral team, and who will embrace our Work Hard Be Kind Take Pride ethos. The successful candidate will be an excellent communicator and a role model who fosters a culture of high expectation and support.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Teacher Prohibition Check (for teaching staff)
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)



### **Job Purpose**

To work within the Pastoral Team managing the behaviour, personal development, welfare and academic achievement of our students. Working closely with students, parents and staff to remove barriers to learning and progress.

### **General Responsibilities**

1. Support the Work Hard, Be Kind, Take Pride ethos of the school.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to the line manager.
3. Be aware of, and support, difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the school.
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### **Specific Responsibilities**

To strategically lead the Behaviour team to implement the following;

- To manage the onsite behaviour referral facility, the Reset Room (RR) and the school detentions system
- To design, implement and monitor the impact of RR and the Internal Exclusion (ICE) systems in re-engaging students with their education and classroom behaviours.
- To supervise all students referred to the RR and being responsible for managing student behaviour and maintaining a calm and purposeful environment in the room at all times.
- Prepare and maintain appropriate resources to be utilised via students Chromebooks, to ensure that there are no gaps in learning whilst in the workroom.
- To work with all students on a process of reflection to ensure that they are able to return to their lessons able to engage fully in the learning.
- To support individual students in order that successful reintegration or restorative actions can be supported.
- Regularly monitor the individual progress, behaviour and attendance of all students in the designated group and take or support appropriate intervention to facilitate progress in line with target grades.
- Monitor, record and evaluate the impact of various interventions for students within designated groups, ensuring use of, and feedback for, the most effective interventions by the Pastoral and Department Teams.
- Establish and maintain positive and appropriate mentoring relationships with students that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- Maintain regular contact with parent/carers of students in need of additional support, to keep them informed of the student's objectives and progress, and to secure positive family support and involvement.



- To work directly with students and their families to identify barriers to learning and write a personal action plan, which is regularly reviewed and updated.
- To provide the Pastoral Lead with a regular analysis of learner referrals to the RR, and behaviour incidents such as vandalism, bullying etc.
- To liaise with the Pastoral staff in the school including the Behaviour team, Heads of Year, SENCO, Mental Health lead and other members of staff to ensure that there are clear pathways to support the improvement in behaviour of identified students.
- To be a direct point of contact for all alternative provision and managed moves, including site visits and student review meetings.
- To be proactive in driving our strong behaviour and learning ethos across the school.
- To access student voice via year group or key stage assemblies, focus groups, interviews and questionnaires analysing student feedback to promote the learning experience and inform best practice for Pastoral and Department teams.
- Proactively use the school's information management systems to regularly monitor behaviour and learning of all pupils, analysing any sub-group patterns and feeding back to key staff and stakeholders as appropriate.
- Communicate with parents/carers to further develop a positive home-school partnership.
- Support and contribute to parents' evenings, celebration events and whole school events.
- Be involved in the creation and establishment of Pastoral Support Plans and support the SENDCo in collating information for EHC plans.
- Support whole school site supervision through duties before, during and after school.
- Liaise with external agencies and attend all relevant meetings
- Keep up to date with relevant national, regional and local developments in relation to pastoral/behavioural support and implement training within the Behaviour team.
- The successful post holder will also be expected to undertake any duties that are commensurate with the salary of the role.



## Person Specification

### The Person

The school invite applications for the post of Personal Development and Behaviour Lead from enthusiastic and committed individuals with excellent communication skills and the experience and commitment to work effectively alongside young people.

	<b>Essential</b>	<b>Desirable</b>
The post offers opportunities for continued professional development and provides an excellent platform for further career development.		
<b>Education and Training</b>		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>Experience</b>		
Previous experience of working within an educational setting		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or other relevant work		*
Knowledge of SEN, EAL, PP		*
<b>Professional Skills</b>		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	



The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
<b>Personal Qualities</b>		
Confidence and independence to work using own initiative	*	
Competence in the skills of networking, counselling, facilitating and developing others	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding school roles and responsibilities and their own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	



## Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## Overview of the School

### Ethos

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

### To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.



## **Achievement**

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In the last three years, our GCSE outcomes of 5+ (1-5) including English and Mathematics have placed us as one of the top performing schools both locally and nationally.

At Key Stage 5, Toot Hill Sixth Form College has an excellent track record with over 100% of students achieving 1 to 9. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges and employment.

## **Pastoral**

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual students. At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of students' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progress through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades 4-9 including the English Baccalaureate subjects.

Toot Hill Sixth Form College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.

## **Extra-Curricular**

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Toot Hill, the after-school 'Extended Study' programme provides students with an impressive range of courses and sessions most nights of the week.

Opportunities include Ancient History, Science, Mathematics, Cooking, Critical Thinking and a comprehensive range of sporting activities including football, hockey, netball, rugby, cross country, tennis and athletics are also available. Toot Hill students regularly compete at county level and our sports teams have a strong tradition of success.

Music is very much at the heart of Toot Hill School and we encourage students to take up or continue playing a musical instrument. There are regular concerts and workshops where students can demonstrate and develop their performance skills.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In recent years, our students have performed to packed audiences at the Newark Palace Theatre in productions such as West Side Story and Little Shop of Horrors.

In addition, there are regular opportunities to travel including a Year 8 residential and international educational visits. In recent years Toot Hill students have travelled to France, Germany and Africa.



## **Student Voice**

Student voice is active within the school with each year group choosing student representatives that meet through year councils and the college running a student's union format.

There are additional opportunities for students to be leaders through the Ambassador and Diplomat Program and all subjects have student representatives.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

A new structure is being introduced next year with the college student's union and committee format being adopted across the school to ensure greater participation and encourage student responsibility and independence.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.