



Appointment of
BEHAVIOUR SUPERVISOR

NJC Grade 5 (£14,954 - £17,327 actual salary range)

**37 hours per week/
38.2 weeks per year (term-time + 1 INSET day)**

Closing date for applications: Monday 8 January 2018 at noon

INFORMATION ABOUT THE POST

FALLIBROOME ACADEMY STUDENT SUPPORT CENTRE

Following extensive research, the school created a new Student Support Centre in September 2017. The Centre brings together the key areas of additional educational support which is in place for our pupils. The work of the Pastoral, SEND, Achievement, Curriculum and Transition teams work together to deliver seamless student-centred collaboration.

The Student Support Centre is organised in three hubs: -

- a Behaviour Centre
- an Inclusion Centre
- a Student Services Centre.

The Behaviour Centre supports students whose behaviour in school has fallen below expectations to develop appropriate behaviours for learning. The Inclusion Centre supports students who find school challenging and will create effective intervention programmes around individual social, physical, emotional and educational needs to allow students to learn to their optimum level. The Student Services Centre offers pastoral support to students during the school day and give administrative support to the Behaviour and Inclusion teams.

To complement the creation of the Student Support Centre, the school has introduced a new Behaviour Policy to promote positive behaviour through supportive collaboration between staff, students, parents and carers.

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 Supervisor	GRADE:	5
RESPONSIBLE TO:	Behaviour Manager		

JOB PURPOSE:

Working under the direction of the Behaviour Manager, the Behaviour Supervisor is responsible for supporting students whose behaviour in lessons and in school has fallen below expectations. They will work with pupils who demonstrate difficulties managing their behaviour and/or attending school. They will occasionally supervise whole classes and ensure that set work is completed in the absence of the teacher. They will cover the roles of Inclusion Supervisor or Student Services Supervisors when needed.

MAIN RESPONSIBILITIES

1)	To support the work of the Behaviour Centre being flexible and responsive to issues and priorities that emerge in the pastoral arena on a day-to-day basis.
2)	Supervising the isolation areas and dealing with student behaviour issues as required.
3)	Ensuring that a calm, hardworking environment is created and maintained in the student isolation areas, acting as a strong presence in the Behaviour Centre.
4)	Creating and updating the resources and systems that are needed to support the work in this area.
5)	Supporting the administrative work of the Student Support Centre as required.
6)	To ensure that information relating to the students supported by the Student Support Centre is maintained accurately and is kept up to date. To manage the data gathered in this area to provide regular updates and reports to the Assistant Principal and Vice Principal.
7)	Maintaining the physical environment to ensure that it is a positive place to work for students and staff.
8)	To support the communication processes with students, parents/carers and teachers following behaviour incidents. Managing the school's systems for communicating key information to parents and contacting parents promptly in response to behaviour incidents. Dealing with parent queries.
9)	To build positive relationships with students based on mutual respect.
10)	Working closely with other Student Support Centre staff to ensure that all the school's functions in this area complement and support each other.
11)	Supporting the work of the Inclusion and Student Support Supervisors during busy periods, including covering those roles as required.
12)	Supervising students who are undertaking work that has been set by their teacher. Responding to any questions from students about process

	and procedures so they can continue with their set work. Collecting completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
13)	Managing behaviour to ensure a constructive learning environment.
14)	Liaising with individual teachers, departments and other staff in relation to behaviour of individual students and/or groups of students.
15)	To support the Learning Managers in the compilation of information for external agencies, CAFs etc.
16)	Undertake personal professional development and respond to the changing needs of the job.
17)	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.
18)	Actively safeguard and promote the welfare of children at all times.
19)	Notwithstanding the detail in this job description, 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 SUPERVISOR

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	√	

BEHAVIOUR SUPERVISOR
PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an 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/Vice Principal
The Fallibroome Academy
Priory Lane
Macclesfield
Cheshire
SK10 4AF

jobs@fallibroome.org.uk

Tel: 01625 827898

The closing date for applications is **Monday 8 January at noon.**

Please note that we do not normally arrange 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 Ross Martland, Vice Principal at the school on mld@fallibroome.org.uk.

If you have not heard from the school within three weeks of the closing date, please 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.