



Co-op Academy
Walkden



Application Pack

Behaviour Support Manager

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Welcome from the Principal

Thank you for your interest in the role of Behaviour Support Manager at Co-op Academy Walkden.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Co-op Academy Walkden is at an exciting stage of its development. We became part of the Co-op Academies Trust in December 2018 and as such we are fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for our community.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an 'Inclusion Centre' to promote engagement for pupils who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

We are committed to improving outcomes for every student, giving us a clear and moral purpose to dedicate our time to ensuring that all of our students' aspirations and futures are highly successful and prosperous, regardless of background.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact

Thank you for your interest and we look forward to hearing from you soon.

Sincerely,

Matt Hacker
Principal

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

What makes our Academy amazing?

Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

Job Advertisement

Behaviour Support Manager

Salary: Band 3C (26-29)

Actual salary: £28,478 - £30,644

Contract: Permanent

Start date: September 2023

Benefits include:

- Teachers Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 22.06.2023

Interviews will take place the following week

Applications must be on our application form: please obtain a copy directly from our website walkden.coopacademies.co.uk and return your completed form via email to walkden.recruitment@coopacademies.co.uk or post to:

Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

We are looking for an inspirational professional Behaviour Support Manager to join our pastoral team on a permanent basis. Applications are invited from enthusiastic, experienced and committed applicants with the highest ability and practice.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website walkden.coopacademies.co.uk, or by e-mail to walkden.recruitment@coopacademies.co.uk

Job Description

Job Title:	Behaviour Support Manager
Directly responsible to:	Assistant Principal - Behaviour, Culture and Engagement
Grade:	Band 3C (26-29)
Hours of Duty:	Full time TTO + 5 days

Main purpose of the job:

To provide behaviour support for the pastoral team by managing the Reset facility, ensuring that pupils complete appropriate work and reflect on the reasons for their placements, so that more positive behaviour and attitudes are promoted at all times.

Main Duties and Responsibilities/Accountabilities:

- Manage the use of Reset as an integral part of the behaviour management and inclusion systems within the academy.
- Maintain high standards of behaviour in the Reset room in accordance with academy policy, deploying staff effectively so that the room is run with a high degree of consistency.
- Ensure that pupils and parents understand the standards of behaviour required in Reset and the consequences of not meeting those standards.
- Quality assure pupil reflections and develop restorative practices in an attempt to modify and improve behaviour and improve relationships between pupils and staff.
- Ensure that pupils have access to a good standard of education, through a well managed and appropriately deployed bank of resources.
- Maintain accurate records of pupil Reset placements, monitoring behaviour trends, for individual and groups of pupils, so that interventions can be planned at an early stage to effect improvement.
- Liaise with colleagues in the Pastoral, Inclusion and SEND teams to ensure that additional pupil needs are identified promptly and that appropriate support is put in place to allow pupils who access the provision to develop the skills needed to be classroom ready.
- To be a credible point of advice and guidance for colleagues seeking to develop their own behaviour management skills or to improve relationships with individual pupils.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support and develop their behaviour for learning.
- Demonstrate a commitment to the protection and safeguarding of children and young people and comply with Academy policies and procedures relating to safeguarding, child protection and the prevent duty
- To be a point of contact for staff who require incidents to be checked on school cctv.
- Supervise pupils at breaks and lunchtimes ensuring that they have no contact with pupils working within the mainstream environment.
- Attend relevant meetings and undertake and provide in-service training as required.
- Support and/or staff other whole academy behaviour systems as required.

Person Specification

Attributes	Relevant Criteria	Essential/ Desirable
Qualifications	As a minimum, 5 GCSE passes at C+ including English and Maths	E
	Further/Higher Education	D
	Evidence of relevant CPD	D
Professional knowledge, skills and competencies:	Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development	E
	Experience of making assessments of children and young people to identify their individual needs	D
	Evidence of strong behaviour management and an understanding of best practice in supporting young people to have positive behaviour and attitudes	E
	The ability to promote good discipline with compassion and care.	E
	Strong organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	E
	Knowledge and understanding of relevant legislation and guidance and an ability to ensure they are implemented effectively, including that related to behaviour, exclusions and safeguarding	D
	An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Microsoft Excel / Google Suite etc	E
	Good communication skills, both written and oral	E
	Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people	E
Personal qualities	The ability to motivate and inspire pupils	E
	The ability to work as a team and to lead others by example	E
	Strong 'presence' and the ability to command the respect of others	E
	A commitment to safeguarding, equal opportunities and inclusion	E
	An understanding, awareness and empathy for all young people	E

	A commitment to Co-operative values and the Co-op's 'Ways of Being' and a passionate commitment to developing the best in all young people	E
	A can-do approach to challenges; solutions focussed and an ability to address difficulties with positivity	E
	Be prepared to work flexibly as required	E

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580