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**MALTON SCHOOL**

**Behaviour Manager**

**Information for Applicants**

July 2017

Dear Applicant,

Thank you for your interest in the post of Behaviour Manager at Malton School. This document aims to give you some information about the School and the application procedure.

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 714 students on roll, including 155 in the Sixth Form; there are 48 teaching staff and 49 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed for its Year 7 intake for September 2017, and we are expanding – moving to a 5 form entry.

We are seeking to appoint an enthusiastic Behaviour Manager to support the school’s Positive Discipline System.

The school has launched an iPad for Learning scheme. Every member of staff has an iPad as well as a laptop. Every Sixth Form student has an iPad. All students will have iPads from Easter 2017.

The school is a member of the Red Kite Teaching School Alliance, a group of high achieving Yorkshire schools (including Harrogate Grammar School, Prince Henry’s Grammar School, Ilkley Grammar School, Rossett School and Roundhay School). We share staff development programmes and opportunities within the alliance, including leadership development and support for newly qualified teachers.

I hope you will be interested in this post and I look forward to reading your application.

Yours sincerely,

Rob Williams

Headteacher

**Benefits of working at Malton School**

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

* A strong bespoke staff development programme for all staff.
* A major investment in support staff roles (e.g. allowing the provision of “no cover”) so that teachers can focus on planning and delivering outstanding lessons.
* Membership of the Red Kite Teaching School Alliance.

Malton School is committed to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment.

**The Behaviour Manager team**

We are seeking to appoint two enthusiastic people who can contribute to the management and development of the Positive Discipline (PD) system at Malton School. We are keen to appoint people who are team workers and committed to supporting the young people at this successful school.

This is an exciting opportunity to join a multi-disciplinary team of staff working to support the pastoral and learning needs of young people. The post-holder will have responsibility for supporting the school’s PD system both in administrative terms and through the supervision of students in the school’s Isolation Unit.

You will be supported in the running of the Isolation Unit by other staff who will provide you with some release time for breaks and lunches. You will work closely with the Head of Lower and Upper School. You will use PD statistics to produce regular reports for them so that they can plan further interventions for identified students.

The post is ideal for someone who:

* can relate well with young people, supporting them at moments when they can be under stress, whilst maintaining an appropriate level of discipline and good order.
* takes initiative and can work independently as well as part of a team.

**Main tasks/Duties/Responsibilities:**

* Supervision of students in Isolation (internal exclusion area).
* Administration of isolation systems.
* Liaison with teaching staff for the provision of learning materials.
* Communication with parents re isolation issues.
* Attendance at pastoral team meetings.
* Liaison with external support services.
* Monitoring of outcomes of the use of isolation systems.
* Updating behaviour database.
* Updating attendance records.
* Monitoring quality of isolation environment.
* Helping to supervise students at breaks and lunchtimes.
* Active involvement in the schools Performance Management process.
* Produce detention lists from the PD returns and help monitor detentions

## Aptitudes:

Ability to:

* communicate effectively with staff at all levels within the school.
* relate well to young people
* take initiative and work independently.
* work to high levels of accuracy.
* practice and plan to ensure completion of tasks.
* empathise and interact with young people in an appropriate manner

**The School Curriculum**

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week.

**Key Stage 3**

Students are placed in mixed-ability form groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, Modern Languages and Religious Education.

**Key Stage 4**

English (including Literature) Maths, Double Science, Religious Studies, Citizenship, and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). GCSE General Studies is available as an additional entry in Y11.

**Key Stage 5**

Advanced Level courses are currently taught in Art, Biology, Business Studies, Chemistry, Computing, Design Technology, English Literature, French, General Studies, Geography, Food, Nutrition & Health, History, Maths, Maths (Further), Music, Philosophy and Belief, Physics, Physical Education, Psychology and Sociology.

Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

**Personal Development Activity**

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on Character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

**Citizenship**

Citizenship is taught to all Years 7 to 11 for two hours per fortnight. This builds on a well-established programme of Personal & Social Education, complementing tutorial work and linking into the Careers programme.

**Academic Structure**

The academic work of the School is structured in Departments. Each Department is led by a Subject Leader.

In-service training is managed in consultation with Subject Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Departments are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

**Pastoral Structure**

Each Key Stage is led by a Head of School and an Assistant Head of School. There are currently four Form Tutors in each Year (eight in the Sixth Form). Forms number 25-30 students each. We will be moving to 5 forms in Y7 and Y9 from September.

**The School Site**

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as 7 hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furbished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A new dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016.

**School data**

Address: Malton School

 Middlecave Road

 MALTON

 North Yorkshire

 YO17 7NH

Telephone: (01653) 692828

Email: admin@maltonschool.org

Website: [www.maltonschool.org](http://www.maltonschool.org)

Chair of Governors: Rachel Riddell

 c/o Malton School

Clerk to the Governors: Nicola Wise

 Malton School

Corporate Director of Education: Pete Dwyer

 County Hall

 NORTHALLERTON

 North Yorkshire

 DL7 8AE

 Telephone: 0845 034 9494

**Application**

You are invited to submit an application for the post of Behaviour Manager at Malton School and to support your application with a letter.

Completed application form and supporting letter should be submitted via TES or emailed to the Head’s PA, Nicola Wise njw@maltonschool.org by 9am on Tuesday 18th July 2017. Your application will be acknowledged. Interviews are planned for Thursday 20th July 2017 so if you have not heard from us by then you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in the post of Behaviour Manager. If you have any questions please do not hesitate to contact Nicola Wise on the email above or 01653 605302.

*Malton School is committed to safeguarding and promoting the welfare of its students. All staff must have enhanced DBS Clearance and are expected to adhere to safe working practices.*