

# Behaviour Hub Manager Application Pack



April 2025

Dear Applicant

**Re: Behaviour Hub Manager**  
**Full time, Permanent Teacher - from Sept 2025**  
**Teachers' Main Pay Range/ Upper Pay**

Due to the well-deserved promotion of the current post holder, I have pleasure in providing an application pack in respect of the above vacancy at The Weald School, which includes information about the RTL Department and a Job Description for the post advertised. Further information may be obtained from our website [www.theweald.org.uk](http://www.theweald.org.uk) including a link to our last Ofsted report.

To apply, please submit a letter addressed to Sarah Edwards, Headteacher, of no more than one A4 side, stating why you would be suited to this post. Please include:

- the experiences you have had to date that have prepared you for this post, using the job description to guide you
- the skills and strengths which you will bring to the school, with particular reference to improving teaching and learning in English.

The closing date for applications is **10am Monday 28<sup>th</sup> April 2025**. Interviews are scheduled to take place on **Thursday 8th May 2025**.

We very much look forward to receiving your application form, which should be emailed to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk). Should you have any queries relating to this post please do not hesitate to telephone me on 01403 787200, or email the [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk) email address.

Yours sincerely



**Sarah Edwards**  
**Headteacher**

## **Ready To Learn (RTL) Hub Department Information**

The school has an inclusive and caring ethos where we seek to be curious rather than furious about student behaviour. We pride ourselves in the depth of relationships between staff and students and are uncompromising in supporting all students to learn and grow while they attend The Weald School.

The RTL Hub plays a leading role in supporting a broad range of students who require additional support to access the curriculum. It allows the school to be fully comprehensive and support the diverse needs of young people in our school community. The Hub is housed in a purpose-built building with multiple spaces. It is staffed by up to four full time staff that includes a Hub manager, 2 learning coaches and visiting teachers. The RTL Hub staff work in collaboration with our SEND department.

The staff work with students and families to develop and deliver strategies to overcome barriers to learning (such as anger management, resilience, self-regulation, trauma management, etc) and mechanisms to fully support students to succeed at school and in life. Eventually this will help students develop their own coping strategies and enjoy learning with their peers in the classroom.

The team works with the very few students who are disengaged with education. This includes providing alternative learning pathways and reintegrating them into normal timetabled lessons. They also offer a daily triage service to the whole school to help regulate students and return them to lessons within 30 minutes using a series of spaces and techniques. This includes a calm room, reflection room and finally a quiet study room.

The staff work closely with subject staff and heads of year to ensure a high-quality programme of learning for each student is in place. For some students, this will require a reduced timetable and a wider provision in the Hub working with learning coaches to remove barriers which prevent progress and engagement at school.

The Hub also contains its own meeting room to facilitate positive parental engagement and bespoke support from external providers. The ability to form trusting and productive relationships with families is key to unlocking student potential in challenging contexts.

The school also has an internal isolation room (IX), which is equipped with exam tables and silent written work, (no isolation cubicles!) for those very few students who need a short-term sanction. The supervision of these students will be separate



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community school  
and sixth form

to the Hub as the RTL Hub is focused around meeting a student's needs to skill them up and return them to the classroom rather than sanction them.

We are looking to attract motivated professionals who are passionate in supporting students who do not intrinsically see the benefits of learning. Ultimately, we offer a space away from lessons where highly skilled staff are able to support disengaged and challenging students who struggle with a normal timetable. It also offers a much lower student to teacher ratio. The whole school benefits as the Hub gives the support required for all teaching staff to uphold the highest standards and provides a backbone to our behaviour management systems. We expect the highest standards and behaviour from all our students regardless of their circumstance.

## Behaviour Hub Manager Job Description

<b>Salary</b>	Teachers' Main Pay Range / Upper Pay Range
<b>Responsible to</b>	Deputy Headteacher i/c Behaviour & Standards
<b>Liaise with</b>	SLT, Heads of Year, Heads of House and key members of Teaching and Support Staff

If you can hold a firm line with young people without matters escalating, then please apply!

### Main purpose of the job:

To provide strategic leadership and operational management of the Ready To Learn (RTL) Hub. This is part of a staged approach to behaviour management to engage students with learning and enable them to safely succeed and learn within our community. Successful applicants will be able to:

- Lead the provision and team to ensure excellent supervision and support of students
- Develop and deliver strategies to combat barriers to learning (such as, but not exclusively, anger management, resilience, self-regulation, trauma management) and mechanisms to fully support students to succeed at school and in life, thus helping students develop their own coping strategies to learn with others in the classroom
- Lead the development of strong and professional relationships between students and staff to help students develop their own coping strategies to improve their behaviour for learning
- Work with students and families so that students succeed at school and overcome barriers to learning
- Be a champion of restorative approaches and embody a curious not furious approach to poor behaviour

### Duties and Responsibilities

- To ensure a positive and calm environment for learning in the Hub
- Oversight of the school detention system and our IX room (including the English, Maths and Science afternoon school)
- To secure the commitment of the team through effective leadership
- To have high expectations of self, staff and students
- To monitor and evaluate the quality of provision

- To meet the needs of students, including the management of behaviour and its impact on learning back in the classroom and at social times
- Being able to tutor Maths, English or Science up-to grade GCSE 4 is desirable. A secondary or primary teaching qualification would be beneficial
- To develop, select and oversee support packages and utilise a range of external provision to support students
- To liaise closely with the SEND department and external agencies to secure work placements and other alternative provision
- To work closely with families to form trusting relationships that support students in being safe and productive while at school and later in life
- To work closely with colleagues to respond to incidents, organise support and action consequences (including a daily behaviour panel and return to school meetings)
- To use data analysis to track student performance (academic and wellbeing) to inform future practice
- To undertake additional middle leadership duties (when no student has been referred) e.g., support walks, monitor corridors, challenge students out of lessons, collect students for detentions and attend incidents
- To develop strategies to reintegrate students back into their normal timetabled lessons
- To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher

**Safeguarding Statement**

*This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.*

*We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.*

## Reasons to Work at The Weald

### How do we look after our staff at The Weald?

1. Friendly and happy staff (many stay for their whole careers)
2. Additional non-contact period on top of PPA time
3. Attending personal appointments (e.g., children's nativities)
4. Well-being activities of choice on every INSET day (e.g., paddleboarding, baking)
5. Devolved INSET day for Christmas shopping
6. Senior leader i/c staff well-being, part of well-being working party
7. Flexible working available for all to apply for (approx. 20% of staff are part-time - including middle and senior leaders)
8. CPD is mainly department- and self-led, appraisal is enquiry/research based and not data driven
9. Support walk system led by senior staff every lesson to support staff with behaviour
10. Daily behaviour panel to deal with key incidents
11. Low stakes learning walks with feedback
12. No emails out of working hours (i.e., Mon-Fri, 8-6) and very limited whole school emails (twice-weekly staff bulletin instead)
13. Two key assessments per year group per year requiring data input
14. Expectations for staff fall below 1265 hours' directed time for all staff
15. Discounted staff Christmas event
16. Unlimited tea and coffee every day to promote team ethos
17. Discounted membership of gym and swimming pool next door
18. Remote parents' evenings with extended time to allow staff to work flexibly
19. Clear evidence-based T&L strategy supported by clear behaviour expectations
20. Supportive and active Staff Voice group, feeding back directly to HT from each department

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## About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2024, our Year 13 students achieved results which put us, yet again, in the top 10% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.



Our Year 11 students also attained excellent results: students' performance on the Progress 8 scale, which measures progress from Key Stage 2 to Key Stage 4, was +0.43 grades, maintaining our upward trajectory. This means that students made, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school is a fantastic place both to study as a student, and to work as a member of staff.

## About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science

laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

**The Weald School offers all students:**

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

**What our students think about the school:**

- *"Lessons are fun, and the school has a good atmosphere" - Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" - Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" - Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards  
Headteacher

September 2024