

Rutlish School



Behaviour and Student Support Job Information Pack

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Behaviour and Student Support

Grade: ME5 Point 5-6
Salary: £19,126 to £19,473 (Actual) / £22,185 to £22,587 (Full time equivalent)
Hours: 35hours a week, 39weeks per year
Proposed Start Date: ASAP
Contract: One year fixed term

Rutlish is a highly successful, oversubscribed comprehensive school located in the leafy suburbs of Wimbledon.

In April 2017, Ofsted rated Rutlish as “outstanding” and in 2019 Rutlish was ranked as the top non-selective State funded boys’ school in England, based on the progress students made between KS2 and KS4. In addition, our Sixth Form students were ranked in the top twenty for non-selective State funded boys’ schools in England.

We require an enthusiastic, inspirational and dedicated Behaviour and Student Support with energy and commitment to join this high achieving, happy and successful team. The main duties of Behaviour and Student Support Staff:

- To provide support to the Pastoral Team by investigating behaviour incidents, so that the appropriate decisions can be made efficiently and effectively in line with the behaviour policy
- To promote positive behaviour in line with the School’s values
- Supporting the behaviour management of the School, responding to incidents as and when they occur to maintain the positive culture of teaching and learning

Deadline: Applications should be submitted to: Jobs@rutlish.merton.sch.uk by **10.00am on Friday 10th December 2021**. Your supporting statement should be no more than two sides of A4, font size 12.

Please note that suitable applicants may be invited to interview prior to the application deadline.

If you have any queries regarding this post, please contact administration@rutlish.merton.sch.uk

NO AGENCIES or CVs PLEASE

We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton’s Equal Opportunities Policy.

Rutlish School

Job Description



Post: Behaviour and Student Support
Scale: ME5
Responsible to: Deputy Headteacher

Specific Duties

1. To provide support to the Pastoral Leads by following the school behaviour policy and dealing with issues that arise within the school community.
2. Support the behaviour management of the school, responding to incidents as and when they occur to maintain the positive culture of teaching and learning.
3. To investigate behaviour incidents, so that the appropriate decisions can be made efficiently and effectively in line with the behaviour policy, in school or out of school.
4. To have the ability to work effectively as part of a team and individually.
5. To support learning in classrooms by responding to incidents of behaviour.
6. To liaise, as and when required, with other agencies.
7. To liaise with parents in regard to incidents in or outside school.
8. To ensure the safety and welfare of all students.
9. To support with curriculum enrichment by taking students to offsite activities and sporting fixtures.
10. To assist SLT with searching and screening in line with school policy.
11. To support with the health and safety of school visits.
12. To support the management of school events such as Open Evenings, Induction Days, Parents Evenings etc.

General

1. To assist in general administrative arrangements and tasks of any incidents.
2. To provide regular reports to all relevant staff on the progress of targeted students.
3. To support students who are at risk of persistent absence.
4. Evaluate student medical concerns and liaise with parents/carers (First Aid training will be provided).
5. To input accurate records of behaviour and support using the school's Information systems (SIMs, CPOMs).
6. To assist SLT with the operations running of the school.
7. To support students to conform to the School Code of Conduct

Responsibilities

1. Be aware of and support difference and ensure equal opportunities for all.
2. Contribute to the overall ethos/work/aims of the school.
3. Establish constructive relationships and communicate with colleagues, other agencies/ professionals.
4. Attend and participate in regular meetings and school events.
5. Participate in training, learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Your role will involve working with a variety of issues, ranging from underachieving, punctuality, attendance and behaviour as well as working with the most vulnerable students who are experiencing difficulties. These also include LAC and Young Carers.

Deadline: 10.00am on Friday 10th December 2021

Rutlish School

Person Specification



Post: Behaviour and Student Support
Responsible to: Deputy Headteacher
Main Purpose of the Post: To assist in the overall behaviour within the school

Skills, Knowledge and Aptitudes:

- An interest in helping young people overcome barriers (E)
- The ability to establish effective relationships with students (E)
- An enthusiasm for education and transforming the lives of young people (E)
- The ability to establish and maintain effective contact with families/carers of target students (D)
- Knowledge of legislation and its application to young people (E)
- Knowledge of Health and Safety (E)

Experience:

- Experience of working in secondary schools (E)
- Experience of behaviour management in secondary schools (E)
- A clean driving licence is required and a D1 qualification, or willingness to achieve this (E)
- Experience in de-escalating situations (E)
- Experience in information systems (SIMs CPOMs) (D)

Personal Qualities:

- Desire to learn
- Highly motivated
- Good organisational and inter-personal skills
- Ability to work within a team
- Ability to manage resources with good attention to detail
- High expectations of self and others
- Commitment to enrichment and enhancement activities
- Work calmly under pressure
- The ability to use initiative in establishing and developing the role of Inclusion Support Worker

Qualifications

- GCSE or equivalent qualification in Maths and English (E)

OTHER REQUIREMENTS

- Commitment to comply with the Council and School's Equal Opportunities and Health and Safety policies (E)
- Confidentiality is essential (E)
- Ability to work flexibly in response to the needs of the service including attendance at evening meetings and working school closure periods as required (E)