



GRACE COLLEGE
Emmanuel Schools Foundation

BEHAVIOUR SUPPORT OFFICER

VALUED, CHALLENGED, INSPIRED



“
WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant,

I am delighted that you are interested in applying for the role of Behaviour Support Officer at Grace College. We truly believe that Grace College is a fantastic place to study as a student and to work as a member of staff. This is an exciting opportunity to be part of a school where every student is valued and given the chance to flourish. Grace College is a place of boundless potential, and we are seeking to recruit an individual who will help to ensure that our students consistently demonstrate respect, responsibility and resilience through rigorous routines and high behaviour standards.

Grace College is a Christian-ethos school of character for the whole community, where everyone is welcome, regardless of their educational background, faith, social or ethnic background. We serve students in the Low Fell area of Gateshead and beyond, and we are passionate about transforming the lives of young people by supporting them to achieve their personal best and grow in character. Our goal is to ensure that Grace College is a place of welcome, safety and opportunity for all students.

At Grace College, we hold high expectations for student behaviour, punctuality and attendance. These expectations are central to our success and the development of our students. Our team of Behaviour Support Officers play a key role in upholding and reinforcing these expectations consistently throughout the school day, ensuring that students meet the highest standards of behaviour through established routines. We believe that strong routines are the foundation for positive behaviour, and we are looking for someone who can relentlessly support students in

following these routines, ensuring that they arrive on time, engage positively, and demonstrate respect for themselves, others and their learning environment.

In this role, the successful candidate will work as part of a team to support staff and students in maintaining these routines, addressing behavioural challenges promptly and effectively, and ensuring that all students are held accountable for their actions. The ideal candidate will be proactive in addressing any behaviour concerns, ensuring that poor behaviour is followed up immediately and that every student receives the support they need to meet our high expectations.

We are looking for someone who is not only dedicated to reinforcing the importance of consistent routines and positive behaviour but also passionate about creating a safe, supportive and structured environment where students can grow into responsible, independent individuals. We look forward to receiving your application and hope you'll join us in making Grace College a place where students understand the value of positive routines and take pride in maintaining high behaviour standards.

Rachael Hooker
Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
**ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE**”



“

**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

Responsible to the Senior Behaviour Lead for:

Ensuring that all students consistently show respect for all and exercise self-discipline, including before and after the college day through the management of relentless routines and social time procedures including:

- Carrying out duties at the start and end of the day to ensure that students enter and leave the site, safely and calmly feeling welcomed by all staff.
- Ensuring that relentless routines are followed at the start of the day and lesson changeover, managing the corridors to ensure that students arrive at lessons on time and that if they are late, they are escorted to the lesson and this is recorded.
- Ensuring that procedures at social times are followed and that student conduct is safe and orderly, ensuring that any poor behaviour is followed up immediately.

Supporting staff and students when things go wrong through the operation of behaviour support processes including:

- Being a proactive presence in departments, monitoring student behaviour in lessons and supporting staff to address minor issues before they escalate.
- Responding to first response alerts so that students are led skillfully to reset their behaviour and prevent removal from lesson. When removal is required ensure that students are taken to the behaviour support rooms and are ready to reflect.
- Carrying out investigations into behaviour incidents and summarising findings in a report when suspension may be required.
- Managing the detention system so that students are held to account for their behaviour and have the opportunity to reflect and make amends for this during this time.

Contributing to the reduction in suspension and exclusion through the provision of exemplary personalised intervention and support for behaviour, including:

- Overseeing the behaviour support rooms so what when these spaces are used to address student behaviour, the climate is characterised by high expectations and that reflection and restoration are used to prevent further behaviour incidents occurring.
- Monitor daily behaviour data to identify actions that can be taken early to address disruptive behaviour so that it does not become persistent, including the management of Individual Behaviour Plans.
- Building positive relationships with parents and carers to support students to make positive choices and improve behaviour over time, ensuring communication is timely and accurate.

In addition to the responsibilities outlined above the Behaviour Support Officer will be required to communicate with parents and carers where necessary to discuss behaviour incidents or concerns, ensure that parents are kept informed regarding more serious incidents or investigations.

THE OPPORTUNITY

This is a rare opportunity which would suit someone wanting to make a difference in the lives of our more vulnerable students.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general level of education including minimum of 5 GCSE • Grade A*-C or equivalent including English and mathematics. 	<ul style="list-style-type: none"> • Emergency First Aid qualification • Other relevant training or qualifications.
Experience	<ul style="list-style-type: none"> • Previous experience of working with children or young adults. • A strong understanding of how a secondary school works. • Experience of working as a member of a team and on their own initiative. • Experience of using School Data System (SIMS or similar). • Knowledge of computerised systems including Word and Excel 	<ul style="list-style-type: none"> • Experience of leading welfare intervention with secondary age children.
Knowledge and Skills	<ul style="list-style-type: none"> • High expectations of student conduct and behaviour, a calm consistent approach to ensuring students work under the leadership of adults. • Excellent verbal and written communication skills and ability to relate well to school staff, students and parents. • Be able to identify when routines are not being followed and address them quickly. • Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for students. • Commitment to high standards of uniform and behaviour even when students are dysregulated or facing challenge. 	<ul style="list-style-type: none"> • Expert understanding of the statutory guidance and frameworks governing attendance.
Personal Attributes	<ul style="list-style-type: none"> • Be proactive in using initiative. • Be firm but tactful and diplomatic, friendly and professional. • Ability to undertake administrative tasks. • Be strongly motivated and personally resilient. • Possess exceptional levels of personal integrity. • Be committed to supporting and developing students with a wide range of educational needs. • Have the ability to keep calm and focussed in pressurised situations. • Demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues at all levels. • Be a creative thinker and able to anticipate and solve problems. • Work with complete discretion and confidentiality. 	<ul style="list-style-type: none"> • Have strong interpersonal skills both written and oral.



“
**A PLACE WHERE ALL
 STUDENTS AND STAFF HAVE
 EQUALITY OF OPPORTUNITY
 AND SUPPORT”**



APPLICATION DETAILS

Vacancy details:

Term time only plus 3 days

Monday to Friday – 40 hours per week

8:00am – 4:30pm

Salary ESF Support Scale Point 23-25 £30,572 to £32,283

Required to start as soon as possible

Deadline:

Closing date: **Monday 24 March at 9:00am**

Interviews will take place later that week

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.gracecollege.org.uk or call HR on 0191 442 2000 or email enquiries@gracecollege.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



GRACE COLLEGE
Emmanuel Schools Foundation

Lead Principal **Matthew Waterfield MA**

Grace College, Saltwell Road South, Gateshead, Tyne & Wear, NE9 6LE

T: 0191 442 2000 E: enquiries@gracecollege.org.uk

www.gracecollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**