

Behaviour Support Officer

The Hart School

June 2024



**THE HART
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham

Principal

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

www.creativeeducationtrust.org.uk

BEHAVIOUR SUPPORT OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Hart School, Rugeley, Staffordshire, WS15 2UE

SALARY & HOURS

- Grade 6 – £25,119 pa (actual salary £22,711)
- Term-time plus 2 weeks
- 37 hours per week

PURPOSE AND SCOPE

To contribute to the overall achievement of students by developing positive behaviour and learning habits. To support students who need additional help with behaviour management to overcome barriers to learning. To support the year team in implementing the school improvement plan.

REPORTING LINES

The post will report to the member of SLT in charge of Behaviour

KEY RESPONSIBILITIES

- Establish Positive relationships with students and their families.
- To support the safeguarding of all students and participate in multi-agency meetings as appropriate.
- To have a high profile during lessons and unstructured times, to ensure good punctuality and to promote a calm and productive environment.
- To respond to on call and to support patrol
- To monitor the truancy hotspot areas to prevent truancy and damage to school property.
- To support the Internal Exclusion room and to provide cove for other allocated staff as appropriate.
- Ensure that all workspaces are well presented and are maintained in line with school health and safety expectations.
- Support after school detentions and support the attendance of centralised detentions.
- Complete gate duties as directed by the SLT support.
- To be on duty, as directed, across the school during breaks.

You can find out more at:

www.creativeeducationtrust.org.uk

- Liaise regularly with parents and carers and work collaboratively with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To contribute to the completion and implementation of a Student Support Plan, which clearly identify a students' needs, the stakeholders actions and clear consequences of breaching the agreement as well as attending regular review meetings as required.
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention.
- To ensure relevant work is sent home or given to students who are not able to be educated at The Hart School.
- To support the running of re-admission meetings and to ensure accurate records are kept on SIMS and Class Charts.
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed by the Vice Principal for Behaviour & Attitudes or the Senior Leadership Team.
- To lead on restorative interventions, which aim to support students positively and sensitively resolve conflict.
- To ensure new students receive a behavioural induction and that expectations are made clear.
- Support the promotion of parent and carer evenings and take action to improve attendance to these events.
- Provide behaviour support in assemblies.
- To monitor and collect outstanding uniform loans.
- To maintain a high level of confidentiality.

SUPPORT FOR THE SCHOOL AND OTHER RESPONSIBILITIES

(this list is not exhaustive and should reflect the ethos of the school)

- Work co-operatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, support and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the School.

- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.

- Assist with student needs as appropriate during the school day.

- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.

- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:
www.creativeeducationtrust.org.uk

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE grade C and above 	<ul style="list-style-type: none"> Further qualifications relevant to the role
EXPERIENCE	<ul style="list-style-type: none"> Minimum of two years' experience of working with students with challenging behaviour Experience of one to one support and group work Experience of having worked effectively with vulnerable students 	<ul style="list-style-type: none"> Experience of line management
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of implementing a school's behaviour policy. Knowledge of current developments in education Understanding of the importance of confidentiality issues 	<ul style="list-style-type: none"> Knowledge of effective strategies to improve attendance and behaviour Experience of inter-agency work Knowledge of Pupil Premium funding and its effective use
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Demonstrable experience of building effective relationships with students Able to develop positive relationships with staff, students and parents Excellent written and oral communication skills Able to prioritise workload and meet deadlines Able to self-evaluate and be a reflective practitioner 	<ul style="list-style-type: none"> Good ICT skills including an understanding of Arbor
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice A commitment to safeguarding and promoting the welfare of children and young people 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. A commitment to the Academy Trust's vision, values, aims and objectives 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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