

# Behaviour Intervention Manager

Ellis Guilford School

Start date: Easter/September 2025



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

# Dear Candidate



Thank you for your interest in the vacancy for Behaviour Intervention Manager at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk), however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

I look forward to receiving your application,

Yours sincerely,

**Gemma Johnson**  
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”

Ofsted 2023

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://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 14,000 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](http://www.creativeeducationtrust.org.uk)

# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.**

Since November 2018 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 including 5-a-side football pitches;

---

Multi-Use Games Area marked up for netball and football;

---

Astro Turf perfect for football;

---

Dance studio complete with sound system and mirrored wall;

---

Hall complete with a stage;

---

Interactive whiteboards in classrooms;

---

Modern and open-plan library with wide range of reading materials



## 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 21<sup>st</sup> century.

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# BEHAVIOUR INTERVENTION MANAGER

## JOB DESCRIPTION

### LOCATION

Ellis Guilford School, Nottingham

### SALARY AND HOURS

NJC F 20-24 - £27,168 - £28,514 (FTE £31,586 - £34,314) 37 hours per week, term time only plus inset days (39 weeks per year)

### THE ROLE

- 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 behaviour team in implementing the school improvement plan relating to behaviour with the aim of securing excellent behaviour across the school.

### REPORTING LINES:

The post holder reports to the Vice Principal for Behaviour

### KEY RESPONSIBILITIES

- Establish positive relationships with students and their families
- Develop a culture for learning by having a relentless focus on the behaviour needed to achieve this and encourage ambition and self-esteem
- 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
- Support hot spot lessons across the school as directed by the SLT support and Head of Year
- To respond to on call
- To monitor behaviour and lead on specific interventions.
- To manage the behaviour support room for students who are unable to access mainstream lessons due to behaviour incidents.
- Ensure that strict discipline is maintained in the behaviour support room at all times
- Maintain an up to date records of student behaviour in all aspects of the school
- Ensure that all work spaces are well presented and are maintained in line with school health and safety expectations

**You can find out more at:**

[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)

- Facilitate detentions.
- Manage behaviour incidents from start to finish to include: Initial investigation, investigation reporting, parent involvement, student resolution and intervention to prevent future incidents.
- Support on-call to ensure behaviour is excellent across the school.
- Complete gate duties as directed by the SLT support
- Oversee the late gate, including facilitating follow up actions and phone calls to parents and carers
- To be on duty, as directed, across the school during social times, before school and after school.
- Compile and provide reports based on school behaviours, attendance data, which measure impact, as directed by the Assistant Principal.
- 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 complete and implement Pupil support plans, which clearly identify a students' needs, the stakeholders' actions and clear consequences of breaching the agreement as well as holding regular review meetings
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed.
- To lead on restorative interventions, which aim to support students positively and sensitively resolve conflict.
- To use a therapeutic approach to behaviour management to support effective de-escalation and positive relationships
- To deliver tutor activities where appropriate to students in the behaviour support room.
- Provide behaviour support in assemblies and other events across the school
- To manage the uniform shop and implement the follow up procedures
- Lead on the management and monitoring of the student report process for specific students
- Support the promotion of parent and carer evenings and take actions to improve attendance to these events of key students
- To support children who attend Ellis Guilford on a Supported Transfer from another school
- To ensure relevant work is sent home or given to students who are not able to be educated at Ellis Guilford school
- To hold reintegration meetings for students who have been involved in behaviour incidents which have meant they have been out of school for a period of time
- To lead on improving the attendance of targeted students
- Act as a school first aider to respond to first aid requests for students and staff for illness and accidents

---

## OTHER RESPONSIBILITIES

---

- Work co-operatively with other support and teaching staff
  - To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.
- 

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

---

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

---

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

---

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.

---

**You can find out more at:**  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE to Grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications relevant to the role.</li> <li>• First Aid Training</li> <li>• Team teach trained (or similar)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of two years' experience working with students with challenging behaviour</li> <li>• Experience of one to one support and group work</li> <li>• Experience of having worked effectively with vulnerable students</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of implementing a school's behaviour policy</li> <li>• Knowledge of current developments in education</li> <li>• Knowledge of effective strategies to improve attendance and behaviour</li> <li>• Experience of inter-agency work</li> <li>• Knowledge and understanding of current safeguarding practices</li> <li>• Understanding of the importance of confidentiality issues</li> <li>• Knowledge of the barriers that may cause a child to behave in an unhelpful way</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of building effective relationships with young people</li> <li>• Able to develop positive relationships with staff, students and parents</li> <li>• Excellent written and oral communication skills</li> <li>• Good ICT skills</li> <li>• Able to prioritise workload and meet deadlines</li> <li>• Able to self-evaluate and be a reflective practitioner</li> <li>• Able to build relationships with young people which foster respect and promote the highest of expectations.</li> <li>• Manage behaviour incidents to reach a positive outcome</li> <li>• Manage behaviour of young people effectively</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	

The 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.

You can find out more at:  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)