



Behaviour and Pastoral Support Officer

Applicant Information Pack

June 2025

Headteacher's Welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

Mr Chris Bury, Headteacher

Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.

Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.

This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, 'Life to the full in pursuit of what is good, right, and true' helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.

Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I'm proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.



About our Academy



An exciting Job Opportunity has arisen at Q3 Academy Great Barr!

Q3 Academy Great Barr is seeking a motivated and dedicated individual to join our team. This is the perfect time to become part of our team under the leadership of our new Headteacher.

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three 'buy back' days of extra summer holiday as thanks for contributing to the wider life of the Academy
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Behaviour and Pastoral Support Officer
Reports to:	Senior Leader
Contract:	Term Time only (39 weeks – 37 hours per week)
Grade:	Grade 4 (SCP 6 – 11)
Salary:	SCP 6 (£21,661pa) to SCP 11 (£23,455pa)

Key Duties and Responsibilities

- To provide behaviour and pastoral support to students across the Academy
- To implement the Academy's Positive Behaviour Policy
- To assist students to meet the expectations of the Academy
- To run systems and procedures that enable a positive culture of learning
- To support the year group teams as directed
- To support the work of the safeguarding and attendance teams as directed
- To ensure that students are appropriately supervised during periods of reflection, detention and isolation
- To support duties and the rota system within the Academy
- To coach and mentor students to improve their behaviour
- To make contact with parents/carers and stakeholders
- To monitor ClassCharts for behaviour incidents and respond to them appropriately.

Support for Students

- To have a firm but fair approach to managing students
- To be consistent with sanctions applied to students for poor behaviour
- To coach and mentor students to improve their behaviour
- To have high expectations for students
- To deal with low level issues in breaches of school policy swiftly and effectively, for example students not having a tie/ID card
- To patrol the corridors and ensure that students go swiftly to the right lessons
- To monitor behaviour on the corridors and in social time
- To record incidents accurately on ClassCharts
- To inform students when they have not met the Academy expectations
- To have systems in place so that students return borrowed items
- To support the Heads of Year in ensuring that students have the correct passes and attend appointments in and out of the Academy
- To act as an emergency First Aider to prevent students being out of lessons
- To monitor areas where students gather, to ensure appropriate safety and welfare of students, for example toilets
- To complete Student Pursuit to identify barriers to learning as directed
- To support students new to the Academy, on Off Site Directions and as part of our transition programme
- To support the student induction programme
- To accompany students on Educational Visits
- To provide effective pastoral support for students.
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Support for Staff

- To support staff in ensuring that students go quickly to the correct place if they are removed from lessons
- To support the teaching staff in addressing the needs of all students but especially those pupils who need particular help with behaviour management to overcome barriers to learning and improve student engagement and involvement in lessons
- To gather information on incidents that have taken place in the academy
- To present information in an appropriate format to Senior Staff/Year Teams to make decisions on students' behaviour
- To run afterschool detention and time in the Re-focus/Isolation Room to ensure it is productive
- To ensure that students have appropriate work to complete when they are in a sanction
- To follow up on incidents where cause for concerns has been raised in relation to the safety or welfare of students
- To work effectively within the Behaviour and Pastoral Team ensuring you are supporting colleagues appropriately
- Completing tasks and duties as directed by your Line Manager
- Following the Behaviour and Pastoral Team Timetable
- To complete administrative duties as directed
- To attend home visits/meetings off site as required
- To provide pastoral data as required.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the Academy and Trust, and to undertake risk assessments as appropriate.
- To adhere to no smoking site on the Academy site
- To provide SLT/Site Team feedback in relation to the management of Health and Safety
- To follow policies and procedures accurately and effectively including the effective implementation of the Staff Handbook and Staff Code of Conduct
- To record incidents accurately and appropriately in a timely manner.

External Agencies and Parents/Carers

- To communicate with Parents/Carers and External Agencies as directed in a professional and timely manner
- To respond to tickets allocated through the Parent Communication System
- To complete reports/feedback and advice for other professionals as directed
- To attend relevant meetings as directed
- To support the effectiveness of our Parental Communication Strategy
- To follow the Academy communication guidelines when communicating internally and externally.

Personal Qualities

- Participate and actively engage in CPD
- Demonstrate ongoing improvement in your role as a result of Professional Development/Professionals Growth
- Liaise appropriately with colleagues
- Have ambitious standards and a meticulous attention to detail.

Role Model

- Ensure that 'no student is left behind,' in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping

- Build team commitment amongst students and staff alike
- Engage and motivate students and staff to do their best by doing your best
- Demonstrate a positive approach to your professional duties.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are re-numerate to the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.



Behaviour and Pastoral Support Officer Person Specification

	Essential	Desirable	Assessed
Qualifications			
English and Maths GCSE (C or above/Grade 4 or above)	✓		A
Relevant qualification in supporting learning		✓	A
Experience			
Evidence of working successfully with young people who have difficult/challenging behaviour		✓	A
Attended courses that can aid the development of young people (for example counselling, mentoring)		✓	A
Demonstrate your ability to overcome a difficulty	✓		I
Demonstrate the ability form outstanding relationships with young people	✓		I
Understands the different needs of students and how they are impacted by the school environments	✓		I
Has experience in working in a secondary school or other relevant setting with young people	✓		A
Ensuring that young people understand appropriate boundaries	✓		I
Current educational policies and procedures		✓	R
Knowledge and Skills			
To understand young people who are not able to follow the academy rules and expectations	✓		I
Be able to apply the schools polices effectively	✓		I
Understanding of working in a setting to educate young people	✓		A
Understand how to support a young person in and out of the classroom	✓		I

To understand how to effectively manage students in Academy sanctions	✓		R
Understands how to effectively safeguard young people	✓		A/I/R
To be a presence in the Academy and bring good order and discipline	✓		I/R
To enable students to effectively access their learning	✓		I
To be able to deal with parents and other agencies effectively	✓		I
To enable a young person to make effective progress	✓		I
Values and Attributes			
Has high standards and expectations of yourself	✓		R
Set high standards for others	✓		R
Is a motivator of others	✓		R
Can inspire young people to achieve success	✓		I
Works effectively in a team	✓		R
Has integrity and accountability	✓		R
Has excellent intra/interpersonal skills	✓		I
Does not shy away from a challenge	✓		R
Is able to de-escalate situations with students	✓		I
Excellent Literacy and Numeracy skills	✓		A
Strong communicator	✓		A/I
Is resilient and possess an excellent sense of humour	✓		I
Will embed the Academy ethos into all aspects of academy life	✓		R

A = Application Form, I = Interview, R = Reference

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How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 13 th July 2025
Interviews	w/c

Please note, this vacancy may be closed early if a suitable candidate is identified before the closing date.

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mr J Webster, j.webster@gbr.merciantrust.org.uk

