



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Behaviour Support Assistant

“With God’s love and inspiration, we aspire and  
achieve excellence”

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CANDIDATE INFORMATION



## Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Behaviour Support Assistant at St Joseph's Catholic School.

St Joseph's is a secondary comprehensive school with approximately 600 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

We are seeking to appoint a confident and proactive individual with a genuine interest in supporting our students to enable them to achieve in all areas of their education. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

### Dates

Closing Date: 5<sup>th</sup> June 2025, 12pm

Interview Date: 10<sup>th</sup> June 2025

Start Date: September 2025

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mr M Higgins**  
Headmaster

## Key Information

Post:	<b>Behaviour Support Assistant</b>
Salary Range:	<b>Grade F, £26,409 - £27,711 pro rata</b>
Responsible To:	<b>Deputy Head</b>
Contract Type:	<b>Permanent</b>

## Dates

Application Deadline:	<b>Thursday 5 June 2025</b>
Interview Date:	<b>Tuesday 10 June 2025</b>
Start Date:	<b>September 2025</b>



Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."

*Ofsted 2024*



## Senior Leadership Team Structure

Headmaster  
Mr M Higgins

Deputy Head  
(Pastoral)  
Mr K McGuinness

Deputy Head  
(Academic)  
Mr R Rooney

School Business  
Manager  
Mrs L Voce

Assistant Head  
(Ambition & Futures)  
Mrs F Nobis

Assistant Head  
(Digital Strategy)  
Mr O Ford



# Key Responsibilities for Behaviour Support Assistant

## Job Purpose

To support the school in maintaining a positive learning environment by managing the on-call system for students removed or out of lessons, providing targeted behaviour support and helping students reintegrate into the classroom effectively. The Behaviour Support Assistant will work closely with teaching staff, pastoral teams, and senior leaders to promote a culture of respect, responsibility, and readiness to learn.

## Key Responsibilities

### On-Call System Management

- Monitor and respond promptly to on-call alerts from staff across the school day.
- Locate and escort students who have been removed or walked out of lessons to designated support spaces.
- De-escalate challenging situations using effective behaviour management strategies.
- Record and track incidents in the school's behaviour management system accurately and in a timely manner.
- Communicate with teaching staff and Heads of Year regarding student incidents and support needs.

### Student Support & Reintegration

- Provide short-term supervision and support for students who are out of lessons.
- Use restorative approaches to help students reflect on their behaviour and prepare to return to class.
- Develop and implement reintegration strategies for students following behavioural incidents, in collaboration with pastoral staff.
- Offer one-to-one or small group behaviour mentoring where appropriate.

### Liaison and Communication

- Liaise with teaching staff, Learning Support Assistants, and pastoral teams to share relevant information about student behaviour and support strategies.
- Attend behaviour or pastoral meetings when required to provide updates and contribute to support planning.
- Build positive relationships with students to encourage good behaviour and engagement in learning.

### General Responsibilities

- Maintain a calm, consistent, and professional presence throughout the school.
- Contribute to the maintenance of a safe and orderly school environment.

- Uphold the school's behaviour policy and promote the school's values and expectations at all times.
- Undertake relevant training and professional development opportunities as required.
- Perform any other duties reasonably required by school leadership, commensurate with the role.

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by the headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.





“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

*Ofsted 2024*



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“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

*Former Teacher of English*

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

*Former Teacher of Maths*

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## Person Specification for Behaviour Support Assistant

Criteria	Essential	Desirable	Identified By
<b>Professional Development</b>			
Commitment to own professional development	✓		Interview
Further professional training		✓	Application Form
<b>Knowledge, skills and experience</b>			
Experience working with young people in an educational or support setting	✓		Application, Interview
Understanding of safeguarding and child protection practices	✓		
Training in de-escalation techniques or restorative practices		✓	
Knowledge of behaviour management systems (e.g. ClassCharts, SIMs)		✓	Interview, Selection Process
The ability to motivate and inspire students	✓		
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff & pupils	✓		Selection Process
Involvement in cross curricular initiatives and projects		✓	Interview
<b>Personal Qualities</b>			
Energy and ambition	✓		Application, Interview
Excellent communication and interpersonal skills			
Ability to work under pressure	✓		
Ability to remain calm	✓		

## About St Joseph's Catholic School

*"With God's love and inspiration, we aspire and achieve excellence"*

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

### Our School Ethos

**St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

### Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





## Academic Success

St Joseph's has recently re-evaluated the academic focus of the school and is making strides in ensuring that the pupils' academic experience and outcomes are the best that they can be.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



*Saint Joseph's*

CATHOLIC SCHOOL

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