



**King
Solomon
High School**



Information pack for candidates applying for the role of:

Behaviour Manager

Permanent, term time only (36 hours per week)

Salary: LBR 10, Scale point 23 – 25, £33,351 - £34,341 actual

Required: As soon as possible.



Dear Candidate

I am delighted that you are considering applying for the position of Behaviour Manager, at King Solomon High School. We are a unique and wonderful Jewish secondary school, set in the London Borough of Redbridge. Our school is inclusive, and our students come from a range of cultural and religious backgrounds.

I am seeking a Behaviour Manager to lead the school's behaviour systems with rigor and to a high standard. The Behaviour Manager will be responsible for supporting senior

leaders with the school's new behaviour policy and the school's serious incident process, ensuring that all incidents are investigated in a timely and thorough manner.

As the school's newly appointed Headteacher, I am ambitious for the school's future, strive for excellence and have high expectations of staff and students. I am also passionate about equality, diversity and inclusion. The successful candidate will be keen to learn and they will be supported in fulfilling their own career potential.



Michele Phillips, Headteacher



History, ethos and values

King Solomon High School is a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. We are a six form entry school and we also have a growing sixth form.

We are a community of learners who look out for and support each other. This idea is embodied in our school values.

- Learning
- Community
- Charity

Our motto encompasses the school's Jewish ethos and values which highlight our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

If I am not for myself who will be for me?
If I am only for myself, who am I?
If not now, when?

(Ethics of the Fathers 1:14)



Behaviour, safeguarding & personal development

King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour. We are currently implementing a new rigorous behaviour system. *The behaviour policy on our website does not currently reflect our revised behaviour system.*

- All students line up in the mornings and are collected by their form tutor. This promotes a calm and focussed start to the day.
- We operate a daily detentions system so that behaviour issues are dealt with on the day.
- We have a commitment to disruption free learning, and our on-call system ensures that a student who disrupts learning are dealt with swiftly.
- We have an extensive pastoral team to support students who need additional behaviour and/or wellbeing support.

Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding and all staff are proactive in reporting any concerns about a student's welfare. We aim to promote positive mental health and wellbeing across our entire school community, including students, staff, and parents. We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.



Curriculum and teaching



Curriculum intent at King Solomon High School

- We believe that learning changes lives and must be equally accessible to all.
- We believe that students should embrace the impact of service to others through charity and acts of kindness.
- We believe that every student should leave school with the skills and attributes to play an active and constructive part in the school, local and global communities.

Our students enjoy a broad and balanced curriculum. Currently our year 11 students study the following core curriculum, plus three option subjects.

- GCSE English Language, AQA (8 lessons per two-week cycle)
- GCSE English Literature, AQA
- GCSE Mathematics, Pearson Edexcel (8 lessons per two-week cycle)
- GCSE Combined Science or GCSE Separate Science, Pearson Edexcel (9 lessons per two-week cycle)
- GCSE Religious Studies, AQA (5 lessons per two-week cycle)

We are reviewing our curriculum for 2024-25.

For our key stage 3 curriculum, please see our [website](#).



Academic results

King Solomon High School is an academically successful school with GCSE attainment above national averages.



GCSE measure	% of students who achieved this measure
5 or more GCSEs, including English and maths at grade 5 or above	67%
5 or more GCSEs, including English maths at grade 4 or above	79%
Grade 4 or above in English & maths	72%

GCSE measure	% of all grades
7-9	27%
5-9	65%
4-9	78%



Reasons to work at King Solomon High School



Be part of the success story

- Having been judged as Requires Improvement by Ofsted in November 2021, staff will be part of the success story when we move to good and outstanding.

Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.
- We expect all staff and students to be the best they can be.

Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.

Transport links

- We are a 4 minute walk from Fairlop underground station on the central line.
- We are well served by several bus routes and we have a staff car park.

Career development

- We are committed to inspiring ambition and to supporting staff in their career development.

The role



The role: Behaviour Manager

Contract: Permanent and full time (term time only, 38 weeks)

Hours: 36 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am to 2.30pm on Fridays.

Salary: £33,351 - £34,341 dependent on experience

As the Behaviour Manager, you will lead the school's behaviour systems, specifically the serious incident process.

Safeguarding statement

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

Equality statement

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

Staff code of conduct statement

King Solomon High School has high standards and expects all staff to behave in a professional manner at all times. All staff are expected to adhere to the school's staff code of conduct policy.



Job purpose

The Behaviour Manager is responsible for:

- Supporting the Senior Leadership Team and Heads of Year in implementing the school's new behaviour policy.
- Manage the school's serious incident process, ensuring that all incidents are investigated promptly and rigorously.
- Investigate all serious incidents and complete all investigation paperwork ready for the SLT decision making process.
- Maintain the serious incidents log.
- Collect students for IER each morning.
- Monitor behaviour in classrooms throughout the day.
- Monitor behaviour in IE.
- Cover IE and on-call where needed.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and/or line manager. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.



Job description

The school's behaviour systems

- Have an in-depth working knowledge of the school's new behaviour systems.
- Lead and role model the implementation of warm strict, 100% compliance, sweating the details and positive framing.
- Lead and implement all aspects of the school's new behaviour system.
- Support colleagues in implementing all aspects of the school's new behaviour system.
- Monitor the school throughout the day for 100% compliance.

The serious incident process

- Be the first point of contact for all serious incidents (C5 and above incidents).
- Investigate all serious incidents using the school's serious incident process.
- Keep meticulous records and complete all serious incident documents accurately.
- Prepare all serious incident packs ready for SLT decision making at the end of the day.
- Aim to complete all investigations on the same day that the incident occurred.
- Communicate in a clear and in a timely manner with SLT and Heads of Year regarding serious incidents.

- Communicate clearly and in a timely manner with the Behaviour Administrator, parents and students.

The serious incident log

- Be responsible for the serious incident log.
- Ensure all incidents are accurately log and all tracking information, actions and outcomes are recorded.
- Operate a triage process for all serious incidents, using the serious incidents log

Detentions

- Monitor the detention list each day and organise for key students to be collected for their detentions.

IE and on-call

- Cover IE and on-call where required.
- Monitor IE throughout the school day to ensure 100% compliance.



Job description

General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with development changes and legislation in relation to your role.

Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the School, national initiatives and statutory legislation. Consequently, the Headteacher will consult with the postholder at the appropriate time.



Person specification

Qualifications & experience

- At least 2 years recent relevant experience in a school or other educational setting.
- Experience, impact and commitment in improving the lives of young people.
- Experiencing of following workplace policy to improve provision.
- A commitment to high standards of behaviour in schools.
- An understanding of how to work effectively with young people to promote high standards of behaviour in a nurturing environment.
- Excellent command of the English language, both written and verbal.
- Proficient use of Microsoft professional packages (and/or Google packages).

Skills & attributes

- Ability to think strategically.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.



How to apply

1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please refer to each point of the person specification as this will be used for shortlisting purposes. You can use the space provided on the application form or complete this on a separate document.
3. Email your application form and personal statement to sbowampembe1.317@kshsonline.uk
4. Deadline for all applications is 9am on Tuesday 14th November 2023.
5. Interviews will take place w/c 20th November 2023.
6. If you would like to visit the school or have an informal discussion about the role please contact the Headteacher's PA Swintzer Bowa sbowampembe1.317@kshsonline.uk

