



Recruitment Pack

Behaviour Intervention Officer

"Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part"



Advert for the position of Behaviour Intervention Officer

Required from September 2019 – permanent position

SCP 22 – 25 £26,317 - £28,785 per annum (pro rata for part time)

Actual Salary £22,535 - £24,649

Monday – Friday 8:30am – 4:15pm 36.25 hours per week (30 minutes unpaid lunch break) Term Time Plus 1 week

We strive to create a school culture so strong that every student feels part of the community and pride in that belonging. However, we also need to create a system that ensures every student every day receives 5 great lessons in a calm and scholarly atmosphere. Therefore, at times we may need to design and deploy specific support and sanctions to ensure every child has the chance to succeed to achieve their personal best.

This position will play a crucial role in overseeing the management and supervision of the school's behaviour interventions, including oversight of daily detentions and daily behaviour issues within the school.

We are seeking a person who will champion Flixton Girls School's vision; strengthen and maintain team spirit among staff and be an excellent role model for our students. You will need drive and tenacity and in return, you will have the opportunity to make a visible positive change to our school community ensuring that student potential becomes reality.

This includes the tracking and impact of key behaviour interventions carried out by the Student Services Team. This role will suit someone who enjoys working with young people and understands the importance of instilling professional habits in order to help smash the nexus between background and achievement.

The successful candidate will be trustworthy, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the school.

The successful applicant will be:

- A good communicator with adults and children
- Excellent behaviour management techniques
- Able to use own initiative
- Able to work co-operatively as part of a team
- Resilient, tactful and diplomatic especially under pressure
- Have excellent personal effectiveness and organisation

If you wish to be considered for this vacancy, please complete a support staff application form. In addition, you are asked to submit a **concise** letter of application. This should be typed or word-processed and should not exceed two pages in length. Your letter should describe how your experience and particular achievements make you a strong candidate for this position.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be shortlisted. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned, unfolded, to:

Mrs J Buckley
HR Officer/ Personal Assistant to Headteacher
Flixton Girls School
Flixton Road
Flixton
Urmston
Manchester M41 5DR

OR

Email completed application forms to - recruitment@flixtongirls.com

Tel: 0161 912 2949

The closing date for applications is noon **on Tuesday 16th July 2019**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please supply a stamped, self-addressed envelope if an acknowledgement is required.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Governors would like to thank you for your time and interest in the school.

Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

Closing Date: 12 Noon on Tuesday 16th July 2019

Interview Date: Thursday 18th July 2019

Applications will only be accepted on fully completed application forms.

For further information about our school please visit our website at www.flixtongirls.com

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Applications will only be accepted on fully completed application forms. We do not wish to receive any information from Agencies at this stage. Thank you.

Job Description

The Post: Behaviour Intervention Officer
Salary: SCP 22 – 25 £26,317 - £28,785 per annum (Full time salary range)
Actual Salary £22,535 - £24,649

Hours: 8:30am – 4:15pm (Monday – Friday) 36.25 hours

Reporting to: Head of Student Services

The main purpose of the post is:

To apply the day-to-day behaviour systems and processes across the school, ensuring total consistency and efficiency in approach. To support and develop the skills of all staff in order to ensure that high standards of student behaviour and attendance to lessons are sought and achieved. To be accountable for delivering a reduction in lesson removals, fixed term exclusions and isolation numbers through early intervention work putting students' success and welfare at the heart of the role.

Specific Responsibilities

- Respond to incidents of poor behaviour in conjunction with other key staff
- Be first response to on-call when needed, visiting classrooms, removing students when necessary and triaging cases on an individual basis referring students on to other key staff when appropriate
- Monitor the school corridors throughout the day, challenging where required any student who is out of lessons.
- Be responsible for co-ordinating after school detentions with support from other staff
- Develop mentoring programmes to support students in managing their own classroom behaviour and learning.
- Modelling group-based activities designed to develop students' problem-solving, listening and social skills.
- Meet individual students or small groups to support them through withdrawal from classes.
- Develop and deliver workshops for students identified with behavioural, social and emotional difficulties.
- Undertake individual support for students during examinations.
- Liaise with alternative education providers, parents and colleagues on student progress and the needs of individuals.
- Support with transition of students back into school.
- Increase wider parental engagement in school and liaise with Head of House following exclusions or step-outs
- Challenge and motivate students to promote self-esteem.
- Monitoring, reporting, inputting and updating records as required, using data to track and analyse student progress.
- Provide regular reports to school leadership team and governors.
- Provide duty cover at break and/or lunch-times when necessary.
- Attending meetings, training sessions, after-school events and courses as required.

General Responsibilities:

- Undertake necessary training associated with the post
- To ensure that duties and responsibilities are carried out in accordance with school policies
- Undertake any reasonable duties as requested by the Headteacher or nominated delegate
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

- Carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

General Conditions: This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the School.

Please note that Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced DBS Disclosure (formerly CRB).

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the role at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Flixton Girls School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised July 2019

Prepared by: Mrs J Hazeldine, Headteacher

Person Specification

Essential	Desirable	Evidence
<p><u>Commitment</u> A clear recognition of and commitment to all our aims</p> <p>Integrity, good timekeeping and high standards.</p>		<p>Application</p> <p>Interview and References</p>
<p><u>Qualifications.</u> A good basic level of education, including 5 A*- C examination results, including English and Maths (or equivalent)</p>	<p>Qualified to degree level</p>	
<p><u>Experience and Knowledge</u></p> <ul style="list-style-type: none"> • Experience of dealing with difficult and challenging behaviour. • Experience of working with young people in an educational setting • Experience of supporting the social, emotional and educational development of young people. • Experience of working with young people who are vulnerable. • Experience of supporting and working effectively with others to meet common goals • A good working knowledge of Safeguarding in schools • Experience in managing intervention groups • Experience of organising and delivering workshops, activities and learning experiences. • Experience of Microsoft Office packages including Word and Excel 	<ul style="list-style-type: none"> • Experience of SIMS • Experience of educational behaviour and/or attendance issues, trends and strategies 	<p>Application and Certificates</p> <p>Application and Interview</p> <p>Letter, application and interview</p>
<p><u>Personal Qualities and Skills</u></p> <ul style="list-style-type: none"> • Highly organised, with the ability to plan and prioritise effectively. • Ability to work constructively as an individual and as part of a team • Ability to work collaboratively with colleagues both within and outside of school • Excellent verbal and written communication skills 		<p>References, Application and interview</p>

<ul style="list-style-type: none">• Excellent numeracy and literacy skills• Able to communicate in an appropriate manner with all types of stakeholder.• Able to develop positive relationships at all levels.• Able to offer flexible and creative solutions		
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Welcome to Flixton Girls School & The Healthy Learning Trust

What is the Healthy Learning Trust?

HLT is a Multi Academy Trust established on 1st September 2017 with Flixton Girls School (FGS) in Trafford, being the lead school. The MAT members and trustees are composed of high level professionals working regionally, nationally and internationally in Education, Health, Finance, Post-16 Education, Community Safety, Physical Education, Sport and Outdoor Learning. Their considerable professional expertise, networks and partnerships bring additional benefits and opportunities for our schools going way beyond those offered in standard multi academy trusts, including progression into health related careers.

Our Trustees share a common commitment and desire to bring about healthy and successful futures for young people leading to tangible social mobility including routes into health related careers and the best possible opportunities for young people of all abilities, interests and backgrounds. We secure progression into health related careers through strategic partnerships with the NHS, universities and health and well-being providers.

Working together with member schools HLT is able to provide central support services delivering financial efficiencies alongside our Education Consultancy where our schools collectively provide expertise, advice and support based on a proven track record of success.

Our Vision

The Healthy Learning Trust empowers young people to enhance their own lives and the lives of others through
our

5 HEALTH & WELL-BEING PATHWAYS to SCHOLARSHIP. We secure partnerships with NHS, Universities and Health and Wellbeing providers to create opportunities for health-related career progression.



...scholarship through health and well-being...

Our Values

HOLISTIC

HLT believes in the inter-connectedness of 5 key aspects of human life and that optimising performance across all leads to successful, healthy lives.

INCLUSIVE

HLT is relentless in the seeking out and removal of barriers to deliver equality of access and entitlement to a successful, healthy future for all.

HLT promotes the selfless pursuit of service to others for the future benefit of children, families and communities and recognises the contribution of public duty to society.

ALTRUISTIC

Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow girls to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

FGS is all about success. As part of this, we believe our students deserve an education that broadens their experience and prepares them for the challenges of an increasingly competitive world. The girls will need the best possible qualifications available to secure offers at the best universities. Many of our students join our Sixth Form with outstanding results gained in Year 11: we build on these results and ensure that the academic potential of every student is met.

FGS Sixth Form students benefit from the great advantage of having teachers who know them and know how to get the best from them. Students are based in our dedicated Sixth Form Centre at FGS and are taught by subject specialists from the School.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receive your fully completed application form by 12 noon on Tuesday 16th July 2019 either by post or by email to recruitment@flixtongirls.com

If you are successfully shortlisted and invited to interview, references will be obtained at this stage unless you specify otherwise.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application.

Julie Hazeldine MSc
Headteacher

Our Founding Principles

At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

Aspiration

Aspiration, the first of our founding principles is vital in instilling in each girl the desire to be successful in her chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each girl to find and develop her talents. We work hard to ensure that she is aware of the opportunities available to her and that she is fully supported to achieve her goals. Our curriculum together with our wide and varied enrichment programme introduces girls to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

Empowerment

Empowerment, the second of our founding principles, ensures that each girl is equipped with the skills and abilities she needs in order to achieve success. At FGS we believe that the empowerment of a young woman is the key to her future happiness and success, as well as to the future of our community and our society.

Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Flixton girls are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

At FGS we believe that each girl deserves the very best education and has limitless potential. We consider it our duty to help her to discover and fulfil that potential. We are privileged to guide each girl as we share with you the most enjoyable, challenging and exciting journey of her life; from girl to woman.

Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence