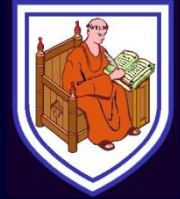


# St Bede's School

*'Christian Education at its Best'*



## Behaviour Support Assistant

*36 hours per week, 39 weeks per year*

**£21,552**

To start ASAP

**Application Deadline: 09:30 on 3 June 2026**

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2024	2025
Attainment 8	59.34	58.15
Progress 8	+0.72	N/A
EBACC	47%	53%
EBACC entered	62%	67%
4+ English	94%	92%
4 +Maths	94%	89%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."*  
Ofsted 2023

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## Behaviour and Student Support Department

The Behaviour and Student Support Department (The BaSS) was established in September 2007 and has proved to be a highly successful addition to the school. It is situated on the school site, supporting and working in conjunction with the main ethos and aims of the school, and is committed to working with students who are experiencing behavioural, emotional and safeguarding difficulties, in whatever capacity and supporting them in all aspects of school life.

The BaSS works closely with the Special Educational Needs Department (SEND), although it is a separate department.

The students are helped and supported to gain respect for other people who may have different likes, attitudes, characteristics, or who may be of another race, culture or religion. They are supported to grow in maturity and understanding of the world around them. The Department enables students to fulfil their own potential and reach the highest achievements and qualifications of which they are capable, through a broad approach to behaviour management and emotional support.

The Department uses a boundaried yet therapeutic approach for a wide range of students who may be experiencing difficulties in their lives, whilst nurturing a spirit of independence, enabling and encouraging them to learn about and understand themselves; to acknowledge and accept their own thoughts and feelings, yet be able to take personal responsibility and be accountable for their actions. The BaSS offers students positive behaviour modification systems that will equip them with different and constructive coping and behaviour management strategies, whatever their issues.

The BaSS supports and communicates with families in order to offer a consistent and fair approach to managing student behaviour and associated risks. It is also able to support and work with the teaching staff in order to achieve a fair and consistent approach with an aim of promoting equal opportunity and diversity and to be imaginative and resourceful in the support and encouragement of the students.

**Please note, applications will be reviewed on receipt and as such this vacancy may close earlier than the deadline advertised. Early applications are encouraged.**

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks.**

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## Job profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion and behaviour management of pupils, ensuring that inclusive practice and behaviour management is developed to promote the highest standards of pupil achievement for all.

To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation through managing and supervising and supporting pupil behaviour, and well-being

### Key deliverables include:

- Working as a member of the school's BaSS Department in support of The BaSS Manager and the needs of the department.
- Assisting staff with any behavioural, emotional or safeguarding difficulties that arise during the school day.
- Supervising pupils in isolation, including lunchtime isolation.
- Providing keyworker support for individual students and managing your own caseload.
- Being a member of the safeguarding team.

**Contract** The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:** Children Learning & Educational Support **Grade:** 4

**Responsible to:** The BaSS Manager

### Accountabilities & Tasks

#### 2 Service & Support Delivery

1. Provides specialised support / interventions for individuals.
  - To support pupils in the appropriate management of their own behaviour and to help those pupils monitor and adapt their behaviour accordingly and to express themselves appropriately.
  - To support students in isolation, including the supervision of pupils in lunchtime isolation, and to liaise with subject teachers with regard to organising work for them.
  - To provide emotional support and care to students where necessary.
  - To complete relevant and associated behaviour paperwork and completion of necessary records.
  - Overseeing and being responsible for The BaSS bookings.

- Encourage, reassure, advise, direct and support students.
- Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment.

### **3 Planning & Organising**

1. Plan and organise own work and/or intervention to meet given priorities.
2. Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.

### **4 People & Partnerships**

1. Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.
  - Attend meetings with professionals, parents and other schools

### **5 Working with Others**

1. Respond to individual needs and/or answer simple queries and ask for assistance where necessary.
2. Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
3. Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.
  - To liaise with the other departments and colleagues as necessary..

### **6 Analysis, Reporting & Documentation**

1. Maintain and submit records following relevant school policies & procedures.
  - Gather, report and record information relating to students as necessary and appropriate.
  - Contribute to reports and planning meetings.
  - Prepare and despatch a range of standard correspondence and documents to ensure an efficient response and timely conclusion of any process connected with behaviour management.

### **7 Duties for all**

1. Values: To uphold the values and behaviours of St Bede's School.
2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
3. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
4. Core National Standards for Supporting Teaching & Learning
  - To understand and carry out role in line with agreed standards, expectations & qualifications.
  - Contribute to and influence children's learning and personal development.
5. To have regard to and comply with safeguarding policy and procedure as appropriate.

### **8 Additional Requirements**

1. Carry out any other task which might reasonably be required.

## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Able to support the aims and mission of an ecumenical Christian school</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practising Christian, member in good standing of any denomination served by the school</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Broad general education to at least sounds GCSE standard</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training, qualification / experience dealing with behavioural issues e.g. ELSA</li> <li>• Relevant training, qualification / experience dealing with mental health in young people</li> <li>• Formal training in mental health (e.g. self-esteem, anger management, nursing, counselling)</li> </ul>
<b>Curriculum Experience</b>	<ul style="list-style-type: none"> <li>• Has worked with young people/teenagers</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked in a secondary school</li> <li>• Has taught or trained people</li> <li>• Learning support experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Patience</li> <li>• Calm under pressure</li> <li>• Flexible and adaptable</li> <li>• Very good at dealing with people</li> <li>• Team player</li> <li>• Able to use initiative</li> </ul>	

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## How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

If you have any queries please ring the People Team on 01737 214048 or send an email to [peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 on 3 June 2026.**

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

