



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Behaviour Supervisor



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
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crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The School now seeks to appoint a motivated member of staff to join the inclusion team, the successful candidate will join a high-performing Pastoral Team. We believe in children responding “first time, every time” and understand the importance for high expectations and clarity around sanctions and rewards.

This is a fantastic career opportunity for a highly motivated professional to join one of the most exciting schools in Leicester. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that **ASPIRATION, COMMITMENT and SUCCESS** are the three key drivers that will support the development of our pupils.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 5th June 2023. Please include your cover letter in the supporting statement section.

Deadline for applicants is Monday 5th June @ 9am

I look forward to meeting you and receiving your application.

Yours sincerely,

Mr F Adam

(Principal)



JOB DESCRIPTION

Job Title:	Behaviour Supervisor	11-16	Maintained
College:	Crown Hills Community College	Grade:	Grade: Grade 4 (Points 7 to 10)
Reports to:	Assistant Principal for Behaviour	Salary:	FTE £22,369 - £24,054 Actual: £19,047 - £20,482
Term: 2 Year Contract, Hours: 37 hours per week, Term time only plus 3 Teacher Days			

JOB PURPOSE SUMMARY:

Support with behavioural control and facilitate the supervision of pupils outside the classroom. Ensuring students at Crown Hills feel safe and do not experience bullying or discrimination.

Support with maintaining attendance and punctuality records and in turn reduce disruption to learning. Play a pivotal role in insisting the high expectations for students' behaviour and conduct at all times and that these expectations are applied fairly and consistently, in line with college policies.

RESPONSIBILITIES & OBJECTIVE:

To work with the Inclusion Team to support and lead in creating a safe, calm, orderly and positive environment in the school.

- Welcomes, monitors and directs pupils as they arrive each day.
- Records any student lateness, truanting, misbehaviour, isolation occurrences, property damage and any actions taken in logs and on camera/CD where possible.
- Monitors doors, corridors and gates where required.

- Collects and delivers logs, messages, correspondence, letters, pupil work etc throughout the college.
- Escorts pupils around the school/college and off the premises or on buses when requested to.
- Monitors the college CCTV system.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- Ensure consistency in the use of policies and procedures and holding staff accountable and challenging any variations in practice.
- Supporting and creating a culture where all staff know and care about pupils.
- To support line ups and ensure procedures are followed by all students and staff.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- Be actively involved in reducing behavioural issues and promoting a respectful college environment through the strong presence in corridors at lesson changeovers, break times, end of lunchtimes, and end of the day.
- Promoting good manners, respect and courtesy towards one another in the year group and having pride for themselves and the school.
- To actively use SIMs to update attendance codes and ensure incidents and actions are logged.
- To assist with administrative tasks e.g. maintaining accurate records.
- To work as part of the Pastoral team, sharing duties and information as appropriate.
- To set be a positive role model to other staff through the modelling of professional attitudes and behaviours and in terms of dress, punctuality and attendance.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- To implement and promote Leicester City Council and the Academy's policies and procedures relating to all areas of employment and service delivery.
- Sustain own motivation and that of other staff.
- Be a professional advocate for the school in all contexts and ensuring emails, phone calls and other matters are responded by the team in a timely manner.
- Be accountable for behavioural control and facilitate the supervision of pupils outside the classroom.
- Liaise regularly with the Inclusion Team to ensure they have a clear picture of any issues with students.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any acts or omissions.
- To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff reviews process and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Principal.

PERSON SPECIFICATION

Assessed by:

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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QUALIFICATIONS & TRAINING

1	Evidence of sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy).	E	✓	
2	ICT skills sufficient to perform the role with regard to use of SIMs, software packages related to presentation of information to staff and students.	E	✓	
3	Team Teach trained or willingness to attend training.	E		✓
4	A level qualification in relevant subjects or equivalent ability/ experience.	D	✓	
5	A relevant higher education qualification.	D	✓	
6	Relevant professional qualification or other accreditation.	D	✓	

EXPERIENCE AND SKILLS

7	Ability to deal sensitivity with vulnerable students and their families.	E		✓
8	Sound understanding of confidentiality issues.	E		✓
9	Experience of working effectively with children and young people in a learning environment.	E		✓
10	Awareness of child protection issues.	E		✓
11	Reliable with regard to all aspects working practice.	E		✓
12	Ability to remain patient and calm in challenging situations.	E		✓

13	Ability to work effectively within a team environment, understanding roles and responsibilities.	E		✓
14	Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students.	E		✓
15	Ability to promote a positive ethos and role model positive attributes.	E		✓
16	Willingness to participate in relevant training and development opportunities.	E		✓
17	Professionally discreet and able to respect confidentiality.	E		✓
18	Firm, sensitive and effective approach towards student discipline.	E		✓
19	Confident and able to use own initiative	E		✓
20	Willing and able to keep up-to-date with legislation/guidelines new /best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role.	E		✓
21	Experience of working to support young people's learning.	D		✓
22	Positive problem solving attitude.	D		✓

OTHER CONDITIONS

23	Set a good example in terms of dress, punctuality and attendance.	E		✓
24	Must satisfy relevant pre-employment checks.	E	✓	
25	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	