



**HAZEL GROVE
HIGH SCHOOL**



Head Teacher: Mr M. Sibson, Jacksons Lane, Hazel Grove,
Stockport, SK7 5JX

Behaviour Manager

Recruitment Pack
July 2018



Head Teacher: Mr M. Sibson, Jacksons Lane, Hazel Grove, Stockport, SK7 5JX



**HAZEL GROVE
HIGH SCHOOL**

Believe

Achieve

Succeed

Behaviour Manager

Salary: NJC SO3 (Actual £27, 219—£31,339 pa) · Full time · Term Time plus 5 Inset days
Permanent · To start January 2019 or sooner

We are looking for a highly motivated, exceptional individual to take on the role of Behaviour Manager. You will be working and leading a team of staff in this exciting and challenging post. You need to have extremely high expectations to ensure children; regardless of gender, ethnicity and religion achieve to the best of their ability.

Successful candidates for this post will require Behavioural Management experience, it is also essential that you have experience of working with young people with a wide range of behavioural and educational needs including those students who require additional emotional, social and mental health support. A caring, flexible and common sense approach is important. This is a fantastic opportunity for you to shape the lives of young people in Stockport.

We can offer you:

- a supportive and friendly working environment
- professional development opportunities
- an opportunity to join our talented team as we continue to rise as an established and successful 11-18 school
- a chance to work with our fantastic young people
- a school that believes in developing all its staff and students to be the best that they can be
- childcare salary sacrifice scheme
- reduced gym and fitness class membership in our on site Sports Centre
- annual pay increase in increments within the pay grade
- auto-enrolment into the Local Government Pension Fund

For a full application pack and further details please visit the vacancies page of our website, www.hazelgrovehigh.co.uk

Should you wish to discuss this vacancy further please email recruitment@hazelgrovehigh.co.uk to request a call back from Mr Sibson, Headteacher.

Completed applications should be submitted to recruitment@hazelgrovehigh.co.uk by the closing date stated below. Due to our safer recruitment practice we do not accept CV's as a method of application. Unfortunately we are unable to provide feedback with regards to unsuccessful applications.

Closing date: 9am, Friday 17th August
Interview: Monday 10th September

The successful applicant's appointment will be subject to satisfactory references and Enhanced Disclosure and Barring Service check.

Hazel Grove High School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



**HAZEL GROVE
HIGH SCHOOL**

July 2018

Dear Applicant

Post: Behaviour Manager Academic Year 2018/19

Dear Applicant,

Thank you for expressing an interest in the post of **Behaviour Manager** at Hazel Grove High School.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We are seeking to appoint a Behaviour Manager to our pastoral team from January 2019 (or sooner if possible) to complement a strong team of in school and agency work that provides students with the very best support as they move through school.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities.

If you feel that you can make a positive contribution to our school, please apply online via our website www.hazelgrovehigh.co.uk . I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me at m.sibson@hazelgrovehigh.co.uk

Yours faithfully,

Mark Sibson
Headteacher



A Specialist Technology School
Lead subjects in Mathematics, Science & Technology



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY





Job Description

Post Title: Behaviour Manager

Grade: SO3 (Subject to Job Evaluation)

Responsible to: Headteacher

Role Overview:

The Behaviour Manager will lead and train a team of Pastoral Leaders to ensure that the wellbeing and attainment of students in school is in line with their targets. Responsible for monitoring students' behaviour and, with Senior Leaders, decide on a range of appropriate interventions and support to improve behaviour. To establish constructive relationships with parents/carers, exchanging information, facilitating support for their child's attendance, behaviour and learning. Rewarding improvements in behaviour and challenging taking action on poor behaviour. To be the strategic lead with regards to the school Behaviour policy including effective alternatives to exclusion

Main Duties and Responsibilities

Behaviour systems

- Support the Senior Leadership team in all aspects of the management of students with behavioural, emotional and social needs.
- Develop a strong rapport with caseload and work to ensure positive relationships are developed between caseload and their teachers
- Chair all Inclusion Meetings ensuring meetings are purposeful and powerful in terms of securing strong interventions for students
- Liaise with the SENCO in fulfilling the statutory requirements for SEN students with behavioural, emotional and social needs.
- Lead on all aspects of student behaviour management within the Behaviour Team.
- Create, Implement and monitor a Behaviour Improvement Plan
- Train, lead, deploy and monitor a team of Heads of Year in relation to the behaviour management of their year group
- Be a mentor to the students who are on the caseload, including one-to-one and group sessions.
- Create group workshop sessions aimed improving behaviour
- Liaise with external agencies to ensure the best support is put in place.
- Liaise with the Senior Leadership Team to devise, operate, monitor and evaluate behaviour systems.
- Sit as part of the Wider Leadership Team to evaluate current behaviour in the school
- Manage and coordinate Reflection activities and register.
- Create and participate in Active Classroom Support duties (On Call)
- Manage and evaluate the effectiveness of the detention system
- Co-run the 90 minute weekly detentions.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Maintain files and data used within the behaviour administration systems.
- Analyse behaviour and attainment data on SIMS and produce reports, documents and correspondence, including confidential material for SLT for behaviour management meetings and exclusions.
- Report to governors on exclusion data.
- Provide support to SLT for behaviour and exclusions as appropriate.
- Liaise with Stockport Panel for Inclusion Team as and when required.
- Liaise with staff and external bodies as appropriate.
- Oversee, coordinate and lead specialist areas of focus for the Behaviour Team.
- Weekly reporting on detentions/mentoring/merits

- Ensure investigations into incidents in school are carried out by the behaviour team quickly and accurately.
- Lead and / or Support on post exclusion meetings

Recording and assessment

- Maintain the accuracy of the Inclusion Register ensuring all actions agreed in meeting are undertaken
- Develop and maintain target-setting and monitoring systems for raising the attainment of students with behavioural/emotional/social needs.
- Interpret assessment data and put in place interventions to address underachievement.
- Support the Senior Leadership Team in coordinating Additional Studies provision for students with behavioural, emotional and social needs to ensure students have a programme of learning tailored to their needs.
- Develop strategies for raising achievement for students on caseload.
- Evaluate the effectiveness of the mentoring provision
- Explore and create alternative curriculum pathway for students unable to access regular GCSE classes

Leadership and Management Responsibility

- Raise the attainment levels of students on caseload, in accordance with academy targets and expectations.
- Carry out daily and regular duties supervising entrance and exits from school, break, lunch and transition to lessons
- Provide training, development and support for all staff on the principles of effective behaviour management, motivation and addressing the specific needs of all students.
- Disseminate good practice across the academy
- Work with the Assistant Headteacher for Inclusion, provide reports to the governors, Headteacher and Local Authority on the provision for and progression of students with behavioural needs.
- Prepare all permanent exclusion paperwork and attend all PDC meetings
- Be prepared to support the work of the schools Pupil Premium Plan in ensuring all disadvantaged students have access to mentoring and academic support
- Support teaching/support staff in maintaining discipline and following up incidents.

Additional Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings and all directed time events.
- Uphold the academy's behaviour code and uniform regulations.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- Maintain a high degree of confidentiality with regards to student issues.
- Manage in year transfers

General Responsibilities

- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be an active member of the wider leadership team of Hazel Grove High School
- To undertake AM, break, lunch and PM duties as dictated by the school rota
- To participate in training and other learning activities and performance development, as required.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.

- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.
- Establish constructive relationships with staff and students.
- Ensuring student care and quality assurance initiatives.
- Fulfilling the role of Student mentor if required.

General

- To strictly observe the principles of confidentiality and Data Protection.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, e.g. Equality Act, Equal Opportunities, Child Protection
- To comply with all decisions, policies of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- The post holder will be expected to undertake any other duties to the level of the post, which may be required by the line manager.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

July 2018

Reference No. _____



Person Specification

Behaviour Manager

July 2018

CATEGORY	CRITERIA	ESSENTIAL OR DESIRABLE	SCORE SHORTLISTING	HOW ASSESSED
EDUCATION, QUALIFICATIONS AND TRAINING	Educated to Bachelor Degree level, or equivalent	<i>E</i>		Application form Qualification certificates
	Relevant behavior Management qualifications / training	<i>E</i>		Application form Training certificates
SKILLS, ABILITIES AND KNOWLEDGE	Ability to establish appropriate and effective nurturing relationships with children and young people	<i>E</i>		Application form Interview
	Ability to provide high-quality outcomes	<i>E</i>		Application form Interview
	Knowledge of developments in the National Curriculum and Progress 8 Scoring	<i>D</i>		Application form Interview
	Demonstrate high-levels of emotional intelligence and be skilled in conflict resolution and de-escalation techniques with the ability to deal with challenging behaviour	<i>E</i>		Application form Interview
	Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the school's resources and the individual child	<i>E</i>		Application form Interview
	Knowledge of current educational issues and their relationship to inclusion, behaviour support and children's services	<i>E</i>		Application form Interview
	Ability to work proactively on own initiative and effectively as part of a team	<i>E</i>		Application form Interview
	Knowledge of child safeguarding procedures and committed to safeguarding of children and young people and their best interests, knowledge of 'Keeping Children Safe in Education and Child Protection	<i>E</i>		Application Interview

	Excellent communication and interpersonal skills, written and verbal with a high level of accuracy in written work and data entry	<i>E</i>		Application Interview
	Ability to produce clear and concise reports	<i>E</i>		Application Interview
	Excellent organisation and administrative skills, with the ability to plan, establish priorities, meet deadlines and deal with conflicting demands, develop efficient record keeping systems	<i>E</i>		Application Interview
	Ability to work calm under pressure and maintaining a positive, professional attitude	<i>E</i>		Application Interview
	Competent user of MS Office applications including the secure knowledge and understanding of Microsoft Excel including the ability to create clear tables and charts to summarise data	<i>E</i>		Application form Interview
	Ability to use ICT to raise achievement	<i>E</i>		Application form Interview
	Ability to actively support, promote and encourage Hazel Grove High School's ethos and values	<i>E</i>		Application form Interview
	Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential and personal information	<i>E</i>		Application form Interview
	Knowledge of schools and education	<i>E</i>		Application form Interview
	Competent in the use of SIMS (Schools Information Management System) and other external data analysis software programs	<i>D</i>		Application form
<i>EXPERIENCE</i>	Experience of delivering a mentoring service and intervention programme	<i>E</i>		Application form Interview
	Demonstrable experience of improving student outcomes	<i>E</i>		Application form Interview
	Experience of managing and implementing recording and reporting systems	<i>E</i>		Application form Interview
	Experience of inter-agency working	<i>E</i>		Application form Interview

	Experience of managing staff	<i>E</i>		Application form Interview
	Experience of assessing the needs of students and implementing the appropriate strategies to support them	<i>E</i>		Application form Interview
	Experience of working within a school, academy or other educational based background or experience of working with children of secondary school age	<i>E</i>		Application form Interview

Each applicant will be scored against the person specification as follows:

3 points = Exceeds requirements

2 points = Fully meets criteria

1 points = Meets criteria (borderline)

0 point = does not meet criteria/unable to evidence