

Behaviour Support Worker



Grade N5: Salary Range £24,948 to £26,885 pa
37 hours per week, all year round
Permanent

Closing Date: 12th December 2022

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant

Studio West is an exciting studio school, which opened in September 2014. As part Northern Leaders Trust, Studio West cater for around 400 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated “Good” by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

We are seeking applications for the role of Behaviour Support Worker, supporting the team leader to ensure the highest standards of behaviour and conduct with all our students both in school and as representatives of the school in the local community. Working with colleagues, parents, carers and other agencies, the successful candidate will identify and respond to pastoral and welfare issues impacting on behaviour, implementing strategies to ensure barriers are removed so every child is able to achieve their potential and ensure any safeguarding issues are reported in line with school and trust procedures.

We are seeking an exceptional candidate with a proven track record of working effectively with secondary school age children/young people in a pastoral or behaviour support role. Your knowledge of the key issues affecting behaviour, attendance and welfare will be combined with excellent interpersonal skills to not only to challenge constructively but to motivate and inspire students.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government’ Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Val Wigham
Principal

Behaviour Support Worker

Job Description

Pay Range: N5

Responsible to:
Principal



Job Purpose

To support the welfare, progress and high standards of behaviour and attendance of the school.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Main Duties

JOB DESCRIPTION

- To supervise the education of students with a wide range of challenging behaviours and maintain an orderly environment and acceptable standard of student behaviour in the school and community.
- To manage students behaviour and deal promptly with conflict, behavioural matters and incidents, including issues of bullying and racism within the school environment in line with established school and trust policy and procedures ensuring that these matters are reported to the Principal ensuring that appropriate remedial action is taken.
- To assist with the implement of strategies, individual improvement plans and group interventions as required, monitoring progress and impact.
- To supervise whole classes and oversee and supervise group work activities of students with Social, Emotional and Mental Health (SEMH) issues under the general guidance of senior staff, in line with the school's policies and procedures.
- To support colleagues through providing advice and guidance on behaviour strategies and to liaise with colleagues, parents/carers and other agencies where appropriate
- To act as a key worker for designated students.
- To work with other agencies to identify and secure support for students needs when required.
- To foster a climate of high expectation among students.
- To complete Exclusion paperwork in consultation with Principal or Vice Principal as required.
- To work with students to engage positively with the wider community to ensure that the community have a positive view of Studio West students.
- To manage safely the physical space and resources for which they are responsible.

Behaviour Support Worker

Job Description

Pay Range: N5

Responsible to:
Principal



Main Duties

JOB DESCRIPTION

- To provide feedback to students, colleagues and their parents/carers on students' learning and behaviour in an agreed and established format.
- To maintain accurate records.
- Under the supervision of the Principal or other designated teachers to invigilate internal and external examinations.
- To undertake lunch and break duties as required.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding, child protection and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.
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GCSE Results Day

“Our 2022 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.”

Ian Kershaw, CEO of Northern Leaders Trust

Behaviour Support Worker

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- 1 Experience working with children or young people or be able to offer evidence of ability to succeed in this role.
- 2 Good understanding of the barriers to learning for young people.
- 3 Knowledge of strategies to overcome barriers to learning.
- 4 Good understanding of child development and learning processes.
- 5 Demonstrable knowledge of relevant legislation relating to child protection and safeguarding.
- 6 Experience working successfully with multi-agency groups, partners or external stakeholders.
- 7 Ability to work effectively with minimal supervision on own initiative and as a member of a team.
- 8 Effective written communication and organisational skills.

Desirable

- 10 Experience working with children with social, emotional or behavioural difficulties.
- 11 Proven experience working successfully in a pastoral role in secondary school.
- 12 Experience using/implementing behaviour management strategies.
- 13 Excellent ICT skills

Part B: Assessment Stage

Items 1 - 6 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

- 1 Effective oral communication skills.
- 2 Ability to supervise students effectively individually and in groups/
- 3 Ability to gain co-operation with students
- 4 Awareness of barriers to learning.
- 5 Ability to implement individual behaviour improvement strategies.
- 6 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - a. motivation to work with children and young people
 - b. ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - c. emotional resilience in working with challenging behaviours
 - d. attitude to use of authority and maintaining discipline.
- 7 Effective organisational skills and the ability to prioritise to meet deadlines.
- 8 Ability to work effectively with minimal supervision on own initiative and as a member of a team.
- 9 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Behaviour Support Worker

Person Specification

Assessment/Selection Methods

The above will be assessed through a selection process of student-based activities and formal interview.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Medical clearance
- 5 Identify and Right to work in the UK check
- 6 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

“Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years.

These results are just the start of this journey.”

Ian Kershaw, CEO of
Northern Leaders Trust

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative Studio school.

Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

About our Schools

Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 450 students with a PAN of 90 and is well oversubscribed in all year-groups 7-10 as it is “re- growing” its provision towards full capacity through to 6th Form from September 2022.

The ethos of Studio West is enshrined in ‘Learning that connects.’ The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as ‘Good’ by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website

www.northernleaderstrust.org

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

www.northernleadertrust.org

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and Fridays 8.00 to 3.30 pm (with a 30 minute unpaid lunch break each day).

Pay and Grading

The grade of the post is N5, equivalent to local government pay spine points 13 –17, with current corresponding full-time salary of £24,948 to £26, 845 pa.

Annual Leave Entitlement

Annual Leave entitlement with less than 5 years' Local Government Service is 24 days

Annual Leave entitlement with more than 5 years' Local Government Service is 28 days

Annual Leave will increase by one day in April 2023

Start Date

The start date of the post is ASAP. Candidates will be required to attend mandatory safeguarding and induction training.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Closing Date:

112th December 2022



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ