

## **Behaviour Support Officer**

Grade 6

Ref: 195969

***Required immediately.***

**Closing Date: Friday 25th April 2025**

***Proposed dates:***

***Shortlisting: Monday 28<sup>th</sup> April***

***Interview: Friday 2<sup>nd</sup> May***

## Behaviour Support Officer

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*Required immediately (as soon as successful candidate can work notice of any existing role)*

**Grade 6 SCP 11-19 (£27,269 - £31,067)**

**37 hours per week, term time**

The salary range will be Grade 6 SCP 11-19. Please note the salary quoted is full time equivalent. If successful, the salary received will be paid on a pro rata basis.

### **The Role:**

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Excellent pastoral care is at the heart of every good school and we are extremely proud of the level of care provided by our Pastoral Care team at Balshaw's.

This role is a significant one as the successful applicant will be working within a highly effective team. You will join a strong team that currently consists of an Attendance Officer, a Family Liaison Officer and one other Behaviour Support Officer.

As well as the main Pastoral Hub team as shown above you will be fully supported by:

- Four Heads of House
- SENDCo
- Main Office Admin Team
- Deputy Headteacher
- Headteacher

Overall, your role in school will be overseen by the Deputy Headteacher Pastoral Care, Guidance and Support who is also the main DSL who will work together with you and the wider Pastoral Team to ensure the smooth running of the Pastoral system in school for the overall benefit, care and safety of our children

The successful candidate will have to be outstanding at managing dynamically changing situations and be highly organised in order to be responsive to the needs of students. A typical day might involve investigating a complaint about unkind behaviours between pupils, a student who has been sick in the toilet, checking CCTV footage of entry/exit to a toilet to identify possible vapers, arranging the collation of reports from staff for a meeting with parents of a student on a support programme. And that is all before morning break!

It is a hugely rewarding job despite the demands and every day you will be making a difference in the lives of young people which is what we strive to achieve. The team you will be part of are highly effective and driven to provide the best possible pastoral care to our students. They each have areas of focus from attendance management to the administration of detentions and liaison with outside agencies.

You will be based in our Pastoral Hub which is at the heart of the school. From your desk inside the Hub you will oversee all the operations of the Hub. The Hub Reception is staffed by the two Behaviour Support Officers – one of which would be you if you are successfully appointed. At various times the Heads of House will often come down to the Hub to receive updates and provide updates about students in their house.

There are weekly Pastoral Meetings led by the Deputy Headteacher which you will attend to update and feedback on students.

Effective and clear communication is also an essential part of the role. Updating student records on CPOMS and providing clear and accurate accounts of student statements. Part of your role will also be the oversight of the main school Inclusion Unit which runs on a Tuesday and Friday for students who have made poor behaviour choices. You will also have to communicate with parents on a frequent basis which can, at times, involve some challenging discussions, so a calm, measured temperament and good humour is also essential. You will be fully supported by the Pastoral team and will work as part of that team to ensure consistency of approach when dealing with students and staff. This role is the second of two Behaviour Support Officer roles.

The closing date is Friday 25<sup>th</sup> April 2025.

This school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

*Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.*

## **Professional Development**

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We are committed to the ongoing Professional Development of staff at Balshaw's. Teaching staff have an hour per week of dedicated Professional Development time which takes place on a Thursday evening. Often support staff attend these when the subject matter is relevant (safeguarding, SEND issues etc.). However, any reasonable request for further training is always considered.

## About Balshaw's

Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

Those who come to teach and work at Balshaw's will have fantastic opportunities to progress their careers and gain a wealth of experience. That said, Balshaw's also enjoys an incredibly stable workforce and when you hear the phrase 'Once a Balshavian, always a Balshavian' you will realise it to be a truth. The school is only on its 14<sup>th</sup> headteacher in its 243-year history!

Balshaw's is more than a school – it is a family. This post offers you the opportunity to become part of the Balshaw's family where you will be able to make a difference to the lives of the young people who are our future.

### **Safeguarding Commitment**

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Diversity and Equality**

As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise.

## JOB DESCRIPTION

### Post title: Behaviour Support Officer

**Directorate:** CYP

**Location:**

Schools

**Establishment or team:**

Balshaw's CE High School

**Grade**

6

**Reporting to:**

Deputy  
Headteacher  
Pastoral Care

**Staff**

**responsibility:**

No

**Essential Car  
user:**

No

#### Scope of Work – appropriate for this post:

The Behaviour Support Officer is a key role, supporting the provision and delivery of wellbeing, support and safeguarding for pupils at Balshaw's C. E High School. The main focus of the role is to support pupils to overcome barriers to learning, by providing pastoral or learning support to achieve agreed targets. You will assist with and contribute to the care and supervision of pupils as well as being an information point for pupil wellbeing within school in order to remove barriers to learning and uphold the highest standards of well-being, attendance and behaviour, ensuring positive outcomes for pupils.

#### Accountabilities/Responsibilities – appropriate for this post:

1. Work with Heads of House, Pastoral Manager, Attendance Officer, Pastoral Support Officers, Inclusion and Behaviour Manager and the Deputy Headteacher Pastoral Care to provide pastoral support to pupils in their mental and physical welfare, encouraging positive attitudes and behaviour around the school. Provide adequate supervision of pupils out of the classroom and promote good pupil behaviour, dealing promptly with conflict and incidents in line with School Policy in order to overcome barriers to learning.
2. Running of the Hub reception desk, reception area and management of pupils requiring cards, shoes, make up wipes etc
3. Smooth running of room 1 for students with medical conditions, on reduced timetables or withdrawn from lessons, the administration and running of room 1 Social inclusion at break and lunchtime
4. Late Gate, lateness to school and flagging up concerns to relevant staff, HOH, Pastoral Staff and issuing appropriate sanctions
5. School detentions - Booking Slip, Lates, Head of House, Curriculum Leader and SLT detentions and follow up any non-attendance. Ensure relevant resources are available for such detentions and arrive at 3:10pm to meet and greet those in detention prior to the allocated staff member taking the detention
6. To ensure work is collected and collated for pupils working in the Hub for behaviour purposes, reduced timetables and medical options and deal on a daily basis with pastoral issues as they arise, thereby facilitating high quality guidance and support for pupils and investigating incidents to a positive outcome.
7. Liaise with DHT/HOH to look at which children should be placed in Inclusion. This will normally run on a Tuesday and Friday but will subject to additions or changes to meet the needs of the school.
8. Build positive relationships with repeat visitors to Inclusion and mentor them closely in order to improve their behaviour and oversee the smooth running of the Inclusion Unit
9. Keep accurate records of pupils attending the Inclusion Unit ensuring the Behaviour for Learning Policy, is being adhered to, appropriate strategies have been explored and all reasonable adjustments are being made;
10. To assist the Deputy Headteacher Pastoral with the collation of data reports on Inclusion and Behaviour for Governors when required

11. To discuss with children who have spent time in Inclusion reasons for their misdemeanours and discuss ways they can improve by completing reflection sheets
12. To gather work from teaching staff for students serving internal/external exclusions (including those placed in other settings) and those with long term absence and attend relevant meetings for students attending other provision.
13. Overseeing pupils specifically on Behaviour Report/Monitoring as delegated by Heads of House/Pastoral Manager
14. To maintain and keep up to date all Pastoral and Behaviour logs and ensure all incidents are logged and shared and passed on to the relevant staff, e.g. racist, homophobic bullying, bullying etc.
15. Establish and maintain productive and professional working relationship with pupils, acting as a role model and setting high expectations. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy
16. Work with the Pastoral Manager to ensure the smooth running of the Hub throughout the day for isolated pupils and pupils who need time out for a variety of reasons in order to ensure their work is completed and staff work instructions are followed.
17. Establish productive working relationships with students, acting as a role model. Provide information, advice and guidance to support families and enable students to make choices about their own learning, behaviour and attendance.
18. Supervise pupils writing statements following behaviour incidents and ensure accurate accounts are given and timely follow ups are shared with HOH/other Pastoral staff/DHT Pastoral
19. To cover for and support the Attendance Officer with registers, attendance issues and attend home visits where necessary
20. Rewards administration - Values Cards, Wall of Praise, Golden Tickets, Attendance and ensure students are recognized and rewarded as well as contacting home with letters of congratulations.
21. Write letters/reports, compiling pastoral notes/statements and accurate record keeping including using CPOMS.
22. Communicate with parents/carers, through Synergy communication methods, regarding pastoral matters
23. Being aware of, and actively complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
24. Liaising with the Deputy Headteacher Pastoral to ensure that all meetings are prepared for collecting round robin information on relevant children and gathering Pupil Voice
25. Complete AM, Break, Lunch and PM duties as required and directed by the Deputy Headteacher Pastoral Care.
26. Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.

Any other duties which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder.

To attend any training sessions as required eg: Annual Safeguarding Training

To ensure own training and CPD is up to date

Have high levels of enthusiasm, energy, resilience and determination

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Student Focus

We put our Students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Person Specification:

<b>Job title:</b> Behaviour Support Officer	<b>Grade:</b> 6	
<b>Establishment or team:</b> Balshaw's Church of England High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), supporting letter (L), references (R)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Higher education qualification in a relevant subject</li> <li>GCSE in Mathematics and English or level 2 equivalent</li> <li>Willingness to undertake training to become a first aider</li> </ul>	D E E	AF AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of working in an administrative role</li> <li>Experience of using SIMS and/or CPOMS</li> <li>Experience of working with external agencies</li> <li>Experience of working with children with challenging behaviours.</li> </ul>	E E D D D	AF/I AF/R AF/I AF/I AF/I
<b>Knowledge, skills and abilities</b> <ul style="list-style-type: none"> <li>Ability to develop positive relationships with pupils.</li> <li>Confidence and ability to manage a team</li> <li>Knowledge of safeguarding/Designated Safeguarding Lead knowledge</li> <li>Ability to maintain confidentiality</li> <li>Demonstrate excellent communication skills (verbally and written)</li> <li>Ability to manage time effectively</li> <li>Ability to organise self and others and prioritise tasks</li> <li>Confident in dealing with young people and liaising with their parents/carers.</li> <li>Able to provide advice to pupils with complex situations</li> <li>Ability to analyse problems and produce solutions</li> </ul>	E E E E E E E E E E E E E E E	I/R I/R I/L AF/I/R I/AF/L I/L/R  AF/I/R AF/I/R  I/AF/L AF/I/R AF/I/R

<b>Other (including special requirements)</b> <ul style="list-style-type: none"> <li>• Commitment to initiate and participate in both cross-curricular and extra-curricular activities.</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Commitment to sustaining regular attendance at work</li> <li>• Commitment to Christian ethos of the school</li> </ul>	E  E E E E E	I/AF/L  I I I/R I/L AF/L/I
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## SUMMARY

It is said at Balshaw’s that “Once a Balshavian, always a Balshavian.” This is very true – a number of staff are previously students of the school and there is a very small turnover of staff either through retirement or promotion. We hope that when you visit our school you will get a strong sense of the Christian family values that underpin what we do.

<b>Lighting the path to excellence through Christian vision and values.</b>
<p>Gospel values of love, forgiveness, friendship, kindness, truth, patience, respect and humility are the foundation for decisions made in the Balshaw’s family. Our aim: to develop students of faith and no faith, who reflect Christ’s love within the wider community.</p>

### OFSTED (2023)

- Students are proud to attend their school.
- Leaders are ambitious for all pupils, including those with special educational needs.
- Teachers have high standards for students' academic achievement and their behaviour.
- The atmosphere around school is calm and respectful.
- Pupils benefit from the opportunities for their wider development.
- Pupils behave well around the school and in lessons.
- Safeguarding is effective.

### SIAMS (2019)

- ‘Religious Education is both inspirational and challenging.’
- ‘Strongly held values infuse the school community.’
- ‘Collective worship is exemplary.’
- ‘The senior leadership team provide inspirational and caring leadership.’
- ‘The quality and range of their [pupils’] theological thinking is impressive.’

## APPLICATION

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All applications should be on the Lancashire County Council application form and can be obtained from the school website [www.balshaws.org.uk](http://www.balshaws.org.uk). **Completed forms should also be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mr S Haycocks, Headteacher and emailed to [applications@balshaws.org.uk](mailto:applications@balshaws.org.uk) by **Friday 25<sup>th</sup> April 2025**. **Please ensure you quote the vacancy applied for in the subject line.** Applications sent to other email addresses will not be accepted.

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest in this post.