



The West Bridgford School



Permanent Behaviour and Intervention Assistant Application Pack



East Midlands
Education Trust



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

21st June 2022

Dear Applicant,

Re: Behaviour and Intervention Assistant – Permanent

Thank you for your interest in the above post. The Governors are seeking to appoint a Behaviour and Intervention Assistant.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Wednesday 06th July 2022.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



Behaviour & Intervention Assistant – Permanent

37 hours per week- Term-Time Plus 5 Days

Scale 5 Points 13 to 17 £23,023 - £24,920 pro-rata,

(Actual salary £20,130 - £21,789)

A suitably qualified person is required to support the behaviour and intervention needs of the pupils in our school. The post-holder will work closely with our Year Directors and Pastoral Assistants to help identify students where concerns have been raised around behaviour and supporting with the investigating of incidents. The role is dynamic and the successful candidate should expect to be responsive to the needs of our pupils and staff. The position requires positive working relationships to be established with all our stake holders, including, pupils, staff and parents as well as an ability to liaise with external agencies and professionals involved in supporting students, proactively initiating and establishing links with other services as necessary.

The candidate should enjoy working as a member of a team and be able to demonstrate good communication skills, together with good literacy, numeracy and ICT skills.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Wednesday 06th July 2022

JOB DESCRIPTION

Behaviour and Intervention Assistant

Grade: Scale 5 (Point 13 – 17)

Salary: £23,023 - £24,920 (pro-rata; actual salary will be £20,130 - £21,789)

Responsible to: Deputy Head responsible for Behaviour and Intervention

Hours of work: 8:00am- 4:00pm (3:30pm Friday) with half an hour lunch, 37 hours per week; term-time + 5 days

Other information: Appointments made are subject to the receipt of satisfactory references, Health Check and a clear Enhanced DBS certificate.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

Intervention

- Assist the Deputy Head in overseeing all Alternative Provision pupils at their placements. Record, review and liaise with school and parents with the Deputy Head to ensure quality control, attendance and suitable curricular challenges
- Assist Pastoral Assistant (PA)/Director of Learning (DOL) in investigating incidents by taking accounts from students and communicating with parents as directed.
- Initiate home visits as and when required.
- Support the PA/DOL with the reintegration programmes for ARNA students.
- Manage case load of identified students as directed by Deputy Headteacher and Year Director and become their man point of contact
- To attend multiagency meetings in order to fully support students' needs and act upon any issues arising in an effective and timely manner
- To liaise with external agencies and professionals involved in supporting students, proactively initiating and establishing links with other services as necessary and maintaining positive working relationships to facilitate positive outcomes for students and completing any necessary paperwork
- To lead on delivering packages of work with individual students provided by outside agencies eg Educational Psychologist, Communication and Interaction
- To maintain regular contact with parents/carers of students in need of additional support to keep them informed of the student's progress and to secure positive family support and involvement
- To maintain and take responsibility for accurate, timely and detailed records of all work undertaken with targeted students, their parents/carers and other agencies
- To monitor and proactively act upon student behaviour records
- To develop and monitor a programme of targeted interventions for identified students in conjunction with the Intervention Team
- To establish and maintain positive and appropriate mentoring relationships with students to engage, motivate and remove barriers to learning, aimed at achieving the goals defined
- To lead on arranging and carrying out restorative justice meetings
- Take part in monitoring and supporting students as part of the duty rota.
- To advise and liaise with staff on strategies for working with particular pupils who have been highlighted for intervention.

Enrichment for Year 11

- Assist with the programme for Year 11 Careers Interviews working with the PA and DOL as and when necessary.
- Support with the running of the two-day Year 11 Mock Interview event
- Support with enrichment activities as required by the Year Directors and Deputy Head

Training

- Attend relevant training for the wider Pastoral Team
- Undertake the MAPPA Training or equivalent

General Duties

- Take part in Lunch duties if required
- Take responsibility for the arrival and exit of students from the school site or as required. This may be unsupported.
- Drive duties both morning and afternoon
- Be a visible proactive presence around the school with a clear focus on appropriate behaviour and challenging students who do not meet the school expectations
- To provide strategic advice with regards to School / Post 16 security.
- To support with any other duties as directed by line manager
- Visit lessons as identified by the Deputy Head and feed back to the relevant staff.

Admin

- Wide ranging admin tasks for the Deputy Head, filing, displays, collation of Logs
- Liaise with parents about identified student concerns and progress as deemed necessary
- Attend meetings relevant to identified students including Multi-agency meetings as required

School Behaviour and Attendance

- To be the single point of contact with regards to interaction with Police or other agencies such as, Education Schools Officer. Supporting the Police with investigations as required.
- To be responsible for supporting the successful implementation of the School Behaviour and Attendance Policy at The West Bridgford School and to provide assistance with the day to day running of behaviour and attendance issues
- Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate in conjunction with the Deputy Head
- Take the lead on meeting with parents/carers when deemed appropriate by the Deputy Head
- To attend parent/carer meetings regarding attendance issues as may be required
- Providing early intervention work both in school and through external provision to prevent pupils being excluded
- Arrange alternative flexible learning packages in consultation with all key partners and liaise regularly with parents/carers about progress and to address emerging issues if required
- Support with ensuring alternative provision is in place from the 6th day of any exclusion
- Take responsibility to liaise with external agencies as appropriate and manage the implementation of any agreed actions.
- Monitor the progress of individual identified pupils and reports to the Deputy Head
- Establish effective working relationships and set a good example through presentation and professional conduct
- Be aware of confidential issues linked to home/student/professional workers/school work and to keep confidences as appropriate
- Endeavour to give every student the opportunity to reach their potential and meet high expectations
- Take responsibility for professional development and duties
- Liaise effectively with parents/carers and governors when appropriate
- Take on any additional responsibilities which might from time to time be determined
- Attend and participate in relevant meetings as required/directed by Deputy Head

PERSON SPECIFICATION
Behaviour and Intervention Assistant

Qualifications/training	
Maths and English to GCSE Grade C or equivalent	Essential
Level 3 Training qualification	Desirable
Qualified to national standard Tactical advisor/Threat and Risk Assessor	Desirable

Experience	
Experience of working in a secondary setting in supporting secondary school Pupils with behavioural issues	Essential
At least two years' experience of working in a secondary setting	Desirable
Working with young people aged 11-16	Desirable
Previous work in administration, particularly online systems	Desirable

Skills	
Administration skills	Essential
Problem Solving	Essential
Flexibility	Essential
Prioritising workload	Essential
Communication	Essential
Ability to motivate students	Essential
Capacity to support effective learning	Essential
Able to work as part of a team	Essential
Organisational and time management skills	Essential
Initiative and ability to work independently	Essential
Able to work effectively with a range of people and organisations	Essential
Leadership of people	Desirable
An understanding of how children learn	Desirable

Qualities	
Suitable for work with children	Essential
Ability to liaise with outside agencies, e.g. businesses and training facilities	Essential
A commitment to personal and professional development	Desirable