



Westfield School

Behaviour Support Coordinator

Applicant Pack



Outstanding Achievement for All

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The Vacancy

Post advert

Deadline for applications: 11.59pm on 13 April 2025
To start: Immediately

We are currently seeking to appoint a highly motivated, experienced and organised individual who will provide pastoral support to students, pastoral managers and key stage leaders including behaviour monitoring completing pastoral related admin tasks and support with communication to parents. The role will play a key role in assisting pupils identified with behavioural needs. This will include co-ordinating the internal seclusion system (known as behaviour support and lesson remove), providing an efficient pastoral support service for matters relating to Y7/KS3/KS4 and contributing to the overall effective administration of the school running a behaviour support room. The Behaviour support room and lesson remove rooms are internal exclusion resources for students who have been removed from their lessons due to inappropriate behaviour for a fixed period of time. Your role will also include oncall duties collecting students from classrooms.

The role will require you to establish positive relationships and partnerships with young people, acting as role model and responding to the needs of individual students, as well as working closely with teaching staff and pastoral teams.

The successful applicant will need to have good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

We are looking for:

- Someone with excellent communication and organisational skills
- Someone who can create a positive and calm environment in which students can learn, feel safe and which is conducive to good behaviour
- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people

Role summary

Post title: Behaviour Support Coordinator (Internal Seclusion)
Profile: LD3
Grade: 4
Grade spinal point range: SCP 7 to 12
Salary: £25,568 - £27,711 (pro rata actual salary £21,991 - £23,834)
Accountable SLT post: AHT Behaviour and Culture for Success

Line manager (if different): N/A

Staff to be supervised or line managed by post holder: N/A

Post holder will work with: Other teaching and support staff

Holiday and sickness relief: By and for other support staff

Purpose of post: To Assist in the support of students with behavioural difficulties.
To coordinate the internal seclusion room

Version revised: Feb 2025

Contract: Permanent (Term Time Only) 37 hours/39 weeks

Job Description

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

Specific duties and responsibilities

To be responsible for supporting pupils and the pastoral team, including the maintenance and development of systems and processes to the standards required by the Trust and the appropriate regulatory bodies. This will include, but not be limited to:

Intervention & Support for Students

- To provide pastoral support to pupils
- To provide support to pastoral managers and key stage leaders including behaviour monitoring, pastoral related admin tasks and communication to parents, staff and SLT
- Under direction plan and deliver intervention programmes designed to improve the behaviour, social and emotional well-being of individuals and small groups of students.
- To work with the Heads of Year and Inclusion Team on the development of effective programmes for improving the emotional, social and behavioural difficulties of students.
- To support individuals or small groups of students in class or on a withdrawal basis who are experiencing emotional, social or behavioural difficulties.
- Liaise with the Heads of Year and Inclusion Team to plan re-integration programs for students returning to mainstream lessons.
- To support pastoral teams regarding school attendance strategy with a focus on raising attendance of vulnerable groups.
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable (by arrangement with the KS4, KS3 and Y7 Leaders)
- On call duties to support with behaviour management in school

Student Interventions

Behaviour Support and lesson remove rooms are internal seclusion resources for students who have been removed from their lessons due to inappropriate behaviour. The postholder will be responsible for the operation of the room.

- To be responsible for the running of the behaviour support/lesson remove room.
- To be responsible for the coordination and deployment of staff to support the smooth running of the school's internal seclusion system
- To ensure there are appropriate resources for students to access whilst in behaviour support and to oversee the recording of behavior management for those students in the room.
- To establish positive relationships and partnerships with young people, acting as role model and responding to the needs of individual students.
- To maintain a positive and calm environment in which students can learn, feel safe and which is conducive to good behavior.
- To liaise with the Pastoral Team and Key Stage Leaders and other relevant stakeholders to trigger relevant interventions.
- To work with students in managing their behaviour and improving learning skills to enable them to achieve their full potential.

- To ensure students behaviour whilst in the behaviour support/ lesson remove room is in keeping with the schools behaviour policy and to initiate activities which ensure students have a sound understanding of their actions and the consequences of their actions.
- To assist with communication and liaise with appropriate stakeholders, including parents and carers to provide appropriate feedback and information regarding student conduct.
- To promote the inclusion of all students

Student Interventions and Outcomes

- Accurately record student response to behaviour interventions
- Support the monitoring and production of behaviour data
- Accompany teaching staff and students on visits, trips and out of school activities as required supporting students with challenging behaviour.

Support for the Trust/School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc.
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

Team responsibilities – All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Behaviour Support Coordinator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Experience			
Experience of working with young people who have emotional or behavioural difficulties	✓		A/I
Experience of working in a school environment		✓	A/I
Qualifications			
Grade 4 or above at GCSE in English and Maths comparable qualifications	✓		A
Knowledge and skills			
Good inter personal skills that enable good relationships with young people and adults	✓		A/I
Can manage the behaviour of pupils in an effective manner	✓		A/I
An ability to convey authority and earn pupils respect, to treat them with respect, apply boundaries and motivate	✓		I
The ability to work both independently and as member of a team	✓		A/I
The ability to show initiative whilst knowing when to take advice	✓		I
Good organisation skills and efficient working practices	✓		A/I
Effective positive and proactive communication both orally and in writing	✓		A/I
Can use ICT effectively to support Learning		✓	A/I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Personal Attributes			
Confident and effective approach to working with young people	✓		A/I

Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11:59pm on 13 April 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.