



GREENSHAW
LEARNING TRUST



**Behaviour Support &
Inclusion Assistant**
Recruitment Pack

**ALWAYS
LEARNING**

Dear Candidate,

Thank you for your interest in the role of Behaviour Support & Inclusion Assistant at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best. We are unapologetic about this.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. We are a community school. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. We had over 400 applicants for 210 Year 7 places for September 2023. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do simple things well, and deliberately often. We know that our roles can be demanding. We have worked to simplify elements to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions led by senior and middle leaders so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

Brakenhale School joined the Greenshaw Learning Trust (GLT) in 2016. GLT has at its heart effective collaboration and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. Our most recent Ofsted visit was in September 2022. The outcome was a pleasing one and the letter begins with: "pupils very positive conduct creates a calm and orderly atmosphere across the school, both in lessons and beyond."

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust. Please do not hesitate to contact us to seek further information. I would also encourage you to visit our website www.brakenhale.co.uk to find out more. Diversity and inclusion are very much at the heart of our school. We look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief or race.

I enclose a recruitment pack and I look forward to receiving your application.

Yours faithfully

Bhavin Tailor
Headteacher - Brakenhale School

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health discounts

Job Description – Behaviour Support & Inclusion Assistant

Reporting to: Behaviour Support Manager

Salary: Support Staff Pay Scale, I9 - I14, £20,473 - £22,373 (£23,857 - £26,072 FTE)

Hours: 37 hours per week, Term Time + 4 days

This is an opportunity for a highly motivated professional to be our Behaviour Support & Inclusion Assistant. This is a non-teaching role. The successful candidate will report directly to the Behaviour Support Manager. This job will mainly be assisting with the delivery of programmes to improve behaviours, addressing learning needs and supporting reintegration back into lessons. The role is student facing, therefore an ability to form positive and motivating relationships with young people is essential. The successful candidate will apply the day-to-day behaviour systems and processes across the school, ensuring total consistency and efficiency in approach. You must be resilient and able to demonstrate patience and an understanding of issues affecting young people, and be able to build sound and positive relationships with both young people and adults. We would be looking for an individual who is hardworking and has high professional standards. Due to the nature of this job, working within a school environment you must be committed to working within the School's Safeguarding Policy and Procedures.

As a Behaviour Support & Inclusion Assistant, you will be responsible for the below.

Key Responsibilities and Duties

- Support with the aim to promote disruption-free learning across the school
- To manage challenging behaviour of individual students
- To support colleagues who are On-Call by dealing with student queries or problems as they arise, reporting to Head of Years where necessary
- To support the year team in contacting parents and carers in order to build a positive relationship.
- Removing children from class when their behaviours are disruptive
- To support the Reflection Room (internal exclusion room)
- Being responsible for and overseeing the paperwork for fixed term exclusions and liaising with various stakeholders in a timely fashion.
- Coordinate, track and monitor student progress within the Reflection Room providing appropriate feedback to relevant colleagues on how best to support those students
- To provide effective and efficient pastoral support to promote positive attitudes to learning and behaviour, through a trauma informed approach
- To work alongside a team of staff who provide particular and skilled support in the areas of mentoring, target setting, holding review meetings, lesson visits, group work and liaison with parents, staff and outside agencies
- Organise and contribute to pastoral and reasonable adjustment support plan meetings and follow-up work, including advice to staff
- Liaise with both teaching and support staff to ensure students are supported to access learning and manage their behaviour effectively
- To support positive student conduct
- The enthusiasm and energy required to work with the children and young people in our schools
- To provide support for students who are becoming disaffected or disengaged in lessons and around the school
- Evaluate the interventions for each student and keep record of impact

- Working 1:1 with identified pupils to deliver bespoke support to children with challenging behaviour
- To assist in preparation and distribution of exclusion paperwork
- To support the supervision of students during break and lunch times
- To carry out tasks as reasonably required by the Headteacher

Staff Development

- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

Key Contacts

Daily involvement with the attendance team, safeguarding team, SEN team, SLT, and the behaviour team.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent in English and Maths	X	
A Levels or equivalent qualifications		X
Other relevant professional qualifications		X
Knowledge of useful social strategies with young people		X
Experience and Knowledge	Essential	Desirable
Experience of working with vulnerable children and/or adults	X	
Experience of working in a school environment		X
Experience of working with young people in an educational and/or social care setting		X
Understanding of interventions to support behaviour management and promote positive attitude to learning and behaviour		X
Experience in managing intervention groups	X	
Experience of dealing with difficult and challenging behaviour.	X	
Experience of Management Information Systems		X
Personal and Professional Qualities and Attributes	Essential	Desirable
Excellent interpersonal and teamwork skills	X	
Excellent communicator – sensitive, compassionate, empathetic and effective	X	
Experience of providing group work interventions		X
ICT skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar)	X	
Outstanding organisational skills	X	
Experience working with young people	X	
A willingness to become involved in all aspects of school life	X	

Ability to adapt quickly to different situations and a good level of common sense	X	
Experience of dealing with confidential issues	X	
Commitment to working within the school's policies	X	
Able to offer flexible and creative solutions	X	
Ability to relate well to students, be an effective role model and motivate students to achieve success	X	
Knowledge and understanding of how to remove barriers to learning		X
Ability to be a good ambassador	X	
Be committed to providing students with a first-class education	X	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed via your online account. The completed online application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on 2nd October 2023**. We reserve the right to interview and close the post early if the right applicant is found.

2. Shortlisting

Shortlisted candidates will be invited by email and/or telephone to attend for an interview soon after application. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will be held as soon as possible.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Take up post

The successful candidate will take up the post **as soon as possible**.

Should you require any additional information, please contact our HR Team at hr@brakenhale.co.uk.