

Behaviour Support Officer

Pay Range: **SCP 8-13**

Hours: **35 hours per week, term time plus 2 Inset days**

Approximate starting salary: **£24,702 (FTE) £18,218 (actual)**

Deadline: **Midday, Monday 20th May 2024**

Start Date: **1st September 2024**

We are seeking an enthusiastic and rigorous practitioner with the energy, passion and creativity to work as a Behaviour Support Officer in the Secondary phase of our thriving All-Through school. This opportunity is for a term time position, working five days a week from 8.00am till 3.30pm. The successful applicant will work alongside our highly effective and innovative pastoral team providing proactive and consistent support to the students working in our Internal Exclusion Room as well as working alongside colleagues in our Alternative Provision (Eagle Point) and our Behaviour Manager.

CFS is a vibrant, collaborative and forward-thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you share our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website www.chichesterfreeschool.org.uk.

Whilst this is a Secondary post, there is something extremely unique and special about working in an All-Through environment; the successful candidate will have the opportunity to work creatively with colleagues from both phases helping to develop a cohesive and truly progressive educational experience for all learners.

CFS follows national pay scales and the starting point within the range listed will be agreed on appointment with the successful candidate.

Our Values and Aims



The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with 156 pupils currently on roll.

The School joined Sussex Learning Trust this September – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Chichester Hub of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. Since 2013, CFS has achieved two 'Good' Ofsted Inspections. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

The Pastoral Team

The Pastoral support at Chichester Free School has been described as 'second to none' by external observers. Ofsted rated our behaviour as 'Good' in our February 2019 inspection and we have driven forward significant improvements since then. However, we are now striving to be 'Outstanding' in this area, and the team are passionate in their relentless pursuit of this high standard.

The team is overseen by our Deputy Head of Secondary with responsibility for Behaviour and Standards. Heads of Year, together with their respective Assistant Heads of Year, support all pupils in the School and work together effectively as a team. They are also supported and work collaboratively with the Therapeutic Interventions Officer, Behaviour Manager, Head of Alternative Provision and Attendance Officer working together to ensure that every student in the School is nurtured, challenged, and inspired. We are privileged to have dedicated pastoral offices, intervention rooms and inclusion spaces in our new state of the art facilities on the Hunston Road. The successful candidate will be directly line-managed by our Head of Alternative Provision.

This is a very supportive department, who enjoy working both independently as well as part of a team, working closely with both teaching and support staff as well as parents/carers and external agencies.

The Role

The successful candidate will be expected to:

- be a skilled and competent professional who is energetic and totally committed to the ethos of the School
- readily establish excellent relationships with both staff, pupils and parents
- have an up-to-date awareness of current issues and challenges in education
- possess drive, expertise and enthusiasm
- possess an optimistic and resilient style when faced with pressure
- be able to communicate well with children and young people, having an understanding of safeguarding and promoting the welfare of young people
- manage and actively lead the School's Internal Exclusion Room on a daily basis
- ensure suitably challenging and engaging work is available to all pupils in Internal Exclusion
- support pupils in Internal Exclusion in the successful completion of their academic studies
- support pupils in Internal Exclusion in personal reflection and restorative justice activities, aiding successful reintegration into normal classes
- create a highly productive environment in Internal Exclusion, conducive to learning and academic progress
- support the pastoral team in the monitoring of pupils in Internal Exclusion and regular communication with parents
- enforce sanctions and praise in line with the School's Behaviour Policy and Internal Exclusion Room rules
- support the Pastoral Team with administrative task where appropriate
- use ICT systems to monitor pupil behaviour throughout the school day

All staff at CFS commit to fully contributing to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Executive Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

The Recruitment Process

For further information and an informal discussion about this post, please do not hesitate to contact us via recruitment@chichesterfreeschool.org.uk or on 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk by **midday, Monday 20 May 2024**. Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to GCSE or above	Essential
b. Evidence of relevant Professional Development	Essential

Knowledge Base

a. Excellent professional knowledge and understanding of the role	Essential
b. Current developments in supporting children struggling to learn in the classroom	Desirable
c. A comprehensive understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children	Desirable
d. A clear understanding of recent developments in teaching and learning with an understanding of the most effective ways to support disadvantaged pupils' achievement	Desirable
e. Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to support learning & teaching	Essential

Experience

a. Recent experience of working with young people	Essential
b. Previous experience in a school setting	Essential
c. Experience of working with vulnerable and challenging students and in developing intervention programmes with such students	Desirable

Skills Required

a. Decision making skills: the ability to solve problems and make decisions	Essential
b. Teamwork: the ability to work collaboratively with others	Essential
c. Communication skills: the ability to make points clearly and understand the views of others	Essential
d. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
e. Able to communicate with a wide range of audiences including pupils, parents, teachers and associate staff	Essential
f. Articulate, literate and numerate	Essential
g. Ability to be innovative, creative and tenacious	Essential
i. First Aid qualification	Desirable

Attitude/approach

a. A deep and passionate commitment to the values and ethos of CFS	Essential
b. Ability to enthuse and engage children	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Ability to work under pressure and multi-task	Essential

g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of CFS	Essential
h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
i. Understanding of confidentiality and discretion	Essential
j. Maintain pride in work with high expectations of self and others	Essential
k. Possess a good sense of humour and the ability to see the best potential in all	Essential

Safeguarding

a. Commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential