



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Behaviour & Learning Support Officer**  
Pleckgate High School



## A message from the Headteacher

*"Pupils enjoy learning and are kind to each other. They feel happy and safe and part of a caring community and trust staff to support them when they need it". Ofsted 2023*

Thank you for expressing an interest in the position of Behaviour & Learning Support Officer at Pleckgate High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Behaviour & Learning Support Officer to join an outstanding school at an exciting stage of its journey.

We are a large secondary school, part of the Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn. Our school community is made up of 1350 students and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence. Our most recent Ofsted report, March 2023, positively reported "Leaders and staff have high expectations & set high standards for staff & pupils". A copy of our full report is available from the school website.

We are proud of our achievements - our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. Ofsted also commented, "Subject curriculums are expertly designed with a careful selection of the most important knowledge for pupils". We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We are significantly oversubscribed and pupils achieve positive outcomes at Pleckgate. We are proud of how staff support pupils in achieving success both academically and through sport.

As a staff member of Pleckgate High School, you will be able to take advantage of the staff benefits, available through the EPT, which includes access to both the Simply Health and Discount for Teachers schemes. We also have an Associate member of our Senior Leadership Team whose role is to work with our staff on staff wellbeing, working to ensure you have a balanced home and work life-style.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch and please visit our school website <http://www.pleckgate.com> to get a flavour of what we have to offer.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact [mwade@pleckgate.com](mailto:mwade@pleckgate.com)



**Mrs Aishling McGinty**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Behaviour & Learning Support Officer

<b>Hours:</b>	<b>37 hrs per week</b>
<b>Weeks Worked:</b>	<b>Term time only – 39 weeks</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary:</b>	<b>Grade G (SCP 24-28) Actual Salary £29,044.85 to £32,232.19 pa</b>

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Behaviour & Learning Support Officer. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

## The Job

The main purpose of this post is to work with the Pastoral Team to support pupils in the Reflection Room, promoting good behaviour, opportunities to learn successfully to improve learning.

- To have the highest expectations of all pupils, using effective resources and methods to achieve the highest standards of behaviour for learning, in order to help pupils make good progress in school.
- To allow pupils the opportunity to reflect on their behaviour and understand expectations for excellent behaviour for learning
- To provide support for pupils with their learning needs, in core subjects and optional subjects so they can achieve their full potential.
- To deliver individual and group interventions as directed by the Assistant Headteacher in order for pupils to have strategies to modify their behaviour where necessary.
- To provide and ensure significant capacity in implementing the school's Behaviour Policy.

## What are the job requirements?

The successful candidate will:

- Hold GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Hold Child Care/NVQ/HLTA or other relevant qualification related to education is desirable, (i.e. a degree) at level 4 or agreement to work towards this qualification within 12 months.
- Be willing to undertake First Aid Training and Mental Health Training. Able to provide Emergency First Aid when necessary.
- Have excellent awareness and experience of good safeguarding practice and procedures.



- Have experience of planning, preparing and delivering supporting programmes for individuals or groups of pupils.
- Have experience of supporting pupil progress through effective management of pupils who may be in the reflection room through planned interventions.
- Be experienced in sound behaviour management techniques.
- Have knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: Monday 3<sup>rd</sup> June 2024**

**Interview date: Tuesday 11<sup>th</sup> June 2024**

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.



**Pleckgate**  
HIGH SCHOOL

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

## Job Description

# Behaviour & Learning Support Officer

**Reports to: Assistant Headteacher**

**Grade: Grade G (SCP 24-28)**

## Job Purpose

The main purpose of this post is to work with the Pastoral Team to support pupils in the Reflection Room, promoting good behaviour, opportunities to learn successfully to improve learning.

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- To provide and ensure significant capacity in implementing the school's Behaviour Policy.

## Key Responsibilities and Accountabilities

- To contribute to the pastoral care of all pupils in the school.
- To create an inclusive and purposeful learning environment for all pupils in the Reflection Room in order for pupils to successfully complete work in line with their usual curriculum.
- To work alongside the Assistant Headteacher with responsibility for behaviour for learning.
- To supervise the pupils in the Reflection Room and provide expert advice and guidance for pupil learning
- To support pupils with their learning needs by monitoring their work closely and providing feedback to help pupils progress
- Establish positive relationships with pupils placed in the Reflection Room
- To provide challenge and motivation to ensure a calm working environment, allowing pupils to reset their behaviour and complete high-quality work and study.
- To organise all work for pupils in the Reflection Room through liaison with Heads of Department, teachers and support staff.



- To ensure that pupils have access to all the equipment that they will need to complete their classwork to a high standard.
- To manage, oversee and complete the appropriate tracking of pupils in the reflection room and provide information to form tutors and heads of year as required.
- To identify patterns of behaviour and contribute towards effective intervention for pupils.
- 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.
- Carry out duties on a daily basis when required.
- Supervise after school detentions as required including monitoring attendance at detentions.
- To ensure accurate records are maintained on EduLink and CPOMs.

#### **Under the direction of the Assistant Headteacher;**

- To receive and settle pupils referred to the Reflection Room in accordance with expectations of the school behaviour policy.
- Supervise pupils to ensure they complete all lessons to a high standard ensuring a calm and purposeful working environment.
- To challenge and motivate pupils, promoting and developing their self-esteem.
- Liaise with relevant staff to gather information about pupils, including SEND needs in order that additional support can be provided.
- Work with pupils to identify barriers to learning and develop appropriate strategies to overcome any barriers to learning.

#### **Other responsibilities**

- Assist in the delivery of high standards of learning.
- Be aware of and apply school procedures and policies.
- Ensure the provision of learning material and resources is well organised, high quality and allows pupils to learn successfully.
- Liaise and consult with members of the Senior Leadership Team, Heads of Year and Learning and Pastoral Support Officers.
- To maintain accurate records of pupils attending the reflection room and produce reports as needed for members of the Senior Leadership Team
- To monitor data on behaviour and report to the relevant line manager.
- To be a good role model for pupils and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with the pupils which is professional, firm, fair, caring and friendly and based upon mutual respect.

- Use the school's rewards policy to deal with pupil behaviour in a manner which is appropriate.
- To follow the Child Protection and Safeguarding procedures.
- To assist with the organisation of break time, lunchtime and after school sanctions, including detentions.
- Administrative tasks as directed by the line manager.
- To liaise with colleagues at the school to support strategic development, share good practice and plan collaborative activities.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

#### **Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

## Person Specification

# Behaviour & Learning Support Officer

Reports to: Assistant Headteacher

Grade: Grade G (SCP 24-28)

No	Categories	Essential / Desirable	App Form	Interview
<b>QUALIFICATIONS AND TRAINING</b>				
1	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	E	AF	
2	Child Care/NVQ/HLTA or other relevant qualification related to education is desirable, (i.e. a degree) at level 4 or agreement to work towards this qualification within 12 months.	E	AF	
3	Willing to undertake First Aid Training and Mental Health Training. Able to provide Emergency First Aid when necessary.	E	AF	I
4	Excellent awareness and experience of good safeguarding practice and procedures.	E	AF	I
<b>EXPERIENCE</b>				
5	Experience of assessing the needs of pupils and using detailed knowledge and specialist skills to support improving pupils' attendance and behaviour.	D	AF	I
6	Experience of developing successful parent partnerships and working with external agencies to support pupil progress.	D	AF	I
7	Experience of planning, preparing and delivering supporting programmes for individuals or groups of pupils.	E	AF	I
8	Experience of supporting pupil progress through effective management of pupils who may be in the reflection room through planned interventions.	E	AF	I
9	Experienced in sound behaviour management techniques.	E	AF	I



KNOWLEDGE, SKILLS AND ABILITY				
10	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	E	AF	I
11	Knowledge of the principles of child development and processing of learning.	E	AF	I
12	Knowledge of how to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASD, C Knowledge of Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.	E	AF	I
13	Knowledge of how to support the development of social communication and appropriate behaviour for pupils	E	AF	I
14	Knowledge of how to access support for language development for pupils who do not have English as their first language	E	AF	I
15	Is able to work as a member of a team to support the success and progress of a particular year group	E	AF	I
16	Excellent written communication skills and a high level of ICT literacy.	E	AF	I
17	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	AF	I
18	Can provide effective interventions and can give focused feedback on progress made and next steps.	E	AF	I
19	Can use ICT effectively to support learning and general administrative tasks.	E	AF	I
20	Ability to drive with a clean UK driving licence and, after training is provided, be willing to drive a minibus.	D		I
21	An understanding of excellent strategies for management of SEMH needs and challenging behaviour.	D		I
PERSONAL QUALITIES AND ATTRIBUTES				
22	Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.	E	AF	I



23	A commitment to building and maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools.	E	AF	I
24	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.	E	AF	I
25	Ability to work under pressure and to meet deadlines.	E	AF	I
26	Be self-motivated, creative, robust and resilient.	E	AF	I
27	Work collaboratively within a team using own initiative	E	AF	I
28	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	AF	I



# Contact

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An Education Partnership Trust School