

Recruitment pack for applicants

Behaviour Improvement Officer



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us within two weeks of the deadline you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post advertisement

Post: Behaviour Improvement Officer

Location: Parkside Community School

Salary: Grade 8

Job type: 36 hours a week, 39 weeks a year, permanent

Reporting to: Pastoral Manager

Start date: ASAP

Apply by: Monday 13 January 2025, 9am

We are seeking to appoint a Behaviour Improvement Officer to join our exceptional pastoral team at Parkside Community School. They will be a hardworking and committed member of staff, who is able to support, motivate and encourage our students to be the best version of themselves.

The position is a great match for someone who believes that schools have the power to transform lives and must:

- be truly inclusive and focus on the wellbeing and progress of every child to unlock potential
- remove all barriers to social mobility so no doors are closed
- enable students to make the most of their talents, and live life in all its fullness
- enable young people to be aspirational and give them the tools to surpass their personal and academic targets

Role and responsibilities: Behaviour Improvement Officer

The Behaviour Improvement Officer under the direction of the Pastoral Manager will:

- lead the school's reset room
- support student behaviour intervention
- oversee the management of school detentions
- support appropriate students with uniform

The Behaviour Improvement Officer's roles and responsibilities may change over time to suit the needs of the school.

What we offer:

- a small and friendly school
- fantastic students
- an ambitious and supportive staff body
- huge support and progression opportunities
- excellent support from the Embark Federation central team
- excellent ongoing CPD and career development within our school, and across the Embark family of schools
- an impressive range of Embark employee benefits
<https://www.youtube.com/watch?v=9yUk8ZISAR0>

Interested in applying?

We actively welcome visits and would be delighted to show you around our very special school. In order to arrange this or to have an informal discussion please contact Sarah Russell (Headteacher's PA) srussell@parkside.derbyshire.sch.uk . School will be closed for the Christmas break but visits will be available from 6 January.

To apply for this exciting role please send a completed application form alongside a letter of interest/supporting statement (no more than one side of A4 – Arial 12) outlining your suitability to Sarah Russell (Headteacher's PA) srussell@parkside.derbyshire.sch.uk.

The closing date for all applications is **9am Monday 13 January 2025**.



Section 2: Letter from the Headteacher

Dear Potential Applicant

As Headteacher of Parkside Community School I would like to extend a warm welcome and thank you for your interest in the post.

This is a fantastic time to join Parkside Community School. As an 11-16 secondary within Embark Federation we are part of a forward thinking Trust whose core vision is to create 'stand out' schools in the heart of their communities. Our trust has four core beliefs; Family, Integrity, Teamwork and Success. These sit alongside the school's values of Resilience, Respect, Responsibility and Community and are integral to everything we do. It has been a privilege to lead our school since November 2023; I discovered very quickly that Parkside is truly a special place. We are oversubscribed again this year in Year 7 which demonstrates our status as the choice school within the area.

At Parkside Community School we believe education is transformational. That is why what we do is so important and why we are always seeking to improve our practice. The successful applicant will work alongside myself and an ambitious staff team that is driven to serve our community. Our collective mission and everyday focus can be seen below:

- We are here to serve our children and their families – this is our community
- We are unwavering in our pursuit of every child achieving their full potential; this is our common purpose as this is their one chance at their education
- We embrace the opportunities and challenges of educating young people and celebrate success
- We are relentless in our drive to ensure that no child's educational success is limited by their socio-economic background; **we are all here to break this link**

Our young people matter to us and everything we do is aimed to enable students to be safe, happy and achieve the very best outcomes in their subjects. Education is only transformational if every student has a consistent diet of great lessons every single day. This is achieved at Parkside through a collective effort coupled with a commitment to professional development for all of our great staff.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping students become the best version of themselves. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best staff and resources to help them secure the very best educational offer.

If the opportunity to join a small, friendly school, with supportive governance, and brilliant students appeals to you, then I look forward to reading your application.

Yours faithfully

Mr Andy Kelly
Headteacher

Section 3: About Parkside Community School

About us

Parkside Community School is a small sized 11-16 secondary located in Chesterfield. In April 2023 it joined Embark Federation.

Parkside is a truly special school and has a fantastic student body. It benefits from a talented and committed, long serving staff and governance with minimal turnover. All at Parkside are passionate about positively serving to change life chances for our children; this is our common purpose.

Exceptional teaching and learning is our priority. Our highly qualified and motivated staff work hard to ensure our students achieve at the highest level, whatever their starting point. The intent of the Parkside Curriculum is to be leading edge, facilitating the best academic and personal development outcomes for our students. Our pastoral teams are driven to provide all necessary support to ensure our students can learn, participate, and feel they belong to the Parkside family.

In 2022 the school was again rated as a Good School by Ofsted. In November 2023 the school appointed a new experienced Headteacher.

Our Mission - Our everyday focus



The Vision - Where we are going

Parkside is a safe, successful and happy school where going the extra mile is the norm. Through strong and positive relationships, Parkside:

- Is at the heart of our community; we are proud to serve our young people and their families;
- Delivers excellence in learning and supports all our young people to make exceptional progress academically regardless of the challenges they may face;
- Provides unrivalled levels of care to develop our young people's social, emotional and physical wellbeing;
- Offers unique opportunities to develop individual character and increase cultural capital so our young people are able to make a positive contribution to Society;
- Harnesses the potential of all our young people and staff so they can collaborate, compete and thrive locally, nationally and globally;
- Is relentless in its desire to improve further; only the best is good enough for our young people, their families and our staff.

Our Ethos – The spirit and culture of our school

- Our school ethos centres around students and their families **caring about the choices that will shape their futures**;
- Our ethos is at the very centre of our school culture.



Our School Values – Who we are

- Our values underpin everything we do and every decision we make. They are the Parkside way:

PARKSIDE VALUES

WHO WE ARE



RESILIENCE

The ability to recover quickly from difficult conditions and succeed.



RESPECT

Showing consideration and positive regard for others.



RESPONSIBILITY

The act of being accountable for actions and being in charge of learning.



COMMUNITY

Working together for great educational experiences.

Section 4: Job Description

Behaviour Improvement Officer

Parkside Community School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Grade 8

Contract type: 36 hours a week, 39 weeks a year, permanent

Reporting to: Pastoral Manager

Main Purpose of the Role

The Behaviour Improvement Officer plays a crucial role in supporting the vision and values of Parkside Community School. The main purpose of this role is to:

- Provide a purposeful and supportive learning environment for students who require temporary isolation from the main school, ensuring they continue to make progress
- Implement effective behaviour intervention strategies to help students reflect on their actions, make positive changes, and reintegrate successfully into the school community
- Collaborate with the pastoral team to promote good behaviour, attendance, and overall student wellbeing, aligning with the school's commitment to supporting the needs of its diverse student population, including those from disadvantaged backgrounds and with SEND

Qualities

The Behaviour Improvement Officer will:

- uphold public trust and maintain high standards of ethics, behaviour and professional conduct
- build positive and respectful relationships across the school community
- serve in the best interests of the school's students
- be data driven to ensure their work has impact, and improves the areas of their responsibility

Key Responsibilities and Duties

Reset Room Management

- Take ownership of the school's Reset Room, ensuring it provides a structured and productive environment for students who require temporary isolation
- Manage the learning of students in the Reset Room, supporting them to make progress in line with their individual targets and needs
- Facilitate breaks for students in the Reset Room, escorting them to the toilet or canteen at fixed times during the day, if required

Behaviour Intervention and Support

- Provide behaviour intervention support through mentoring and coaching, helping students to reflect on their behaviour and make achievable commitments to improvement
- Support the pastoral team in implementing the school's behaviour policy, ensuring a consistent and fair approach
- Support the school's on-call systems, where appropriate
- Maintain accurate data and provide regular reports on student behaviour to relevant staff

Uniform and Detention Management

- Manage the school's uniform stock and loan system, providing appropriate uniform for students who are not wearing the correct attire, and logging the necessary sanctions
- Oversee the administration of the school's detention system, ensuring it is effectively implemented

Collaboration and Communication

- Work closely with the pastoral team, teachers, support staff, and other relevant professionals to promote positive behaviour and support the needs of individual students
- Communicate effectively with parents/carers regarding student behaviour, progress, and wellbeing

Safeguarding and Welfare

- Prioritise the safety and wellbeing of all students, working in line with the school's safeguarding and child protection policies
- Collaborate with the designated safeguarding lead (DSL) to ensure the best interests of students are at the forefront of all decision-making
- Promote a culture of safeguarding and actively contribute to the school's efforts to protect and support all students

Skills and Competencies

- Excellent behaviour management skills, with the ability to de-escalate challenging situations and promote positive behaviour
- Strong interpersonal and communication skills, with the ability to build positive relationships with students, parents/carers, and colleagues
- Empathy and understanding of the diverse needs of students, particularly those from disadvantaged backgrounds or with SEND

- Proficient in data analysis and report writing, with the ability to use data to inform decision-making and support the pastoral team
- Organised and efficient, with the ability to manage multiple tasks and prioritise effectively
- Commitment to continuous professional development and a willingness to engage in relevant training opportunities

Professional Development

Parkside Community School is committed to supporting the professional development of all staff. As the Behaviour Improvement Officer, you will have access to a range of training and development opportunities, including:

- Behaviour management and intervention strategies
- Safeguarding and child protection
- Mentoring and coaching skills
- Data analysis and reporting
- Effective communication and collaboration with parents/carers and external agencies

The school will encourage and support you in pursuing relevant qualifications and certifications that will enhance your skills and knowledge, enabling you to make a greater impact in your role and contribute to the overall success of the school.

Safeguarding

Safeguarding and promoting the welfare of children is of paramount importance in this role. As the Behaviour Improvement Officer, you will be expected to:

- Work in line with the school's safeguarding and child protection policies, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education)
- Collaborate closely with the designated safeguarding lead (DSL) to ensure the best interests of students are at the forefront of all decision-making
- Actively contribute to the school's efforts to protect and support all students, particularly those who may be vulnerable or at risk
- Maintain a high level of vigilance and promptly report any concerns or disclosures to the appropriate authorities
- Participate in regular safeguarding training to keep your knowledge and skills up to date

By upholding the highest standards of safeguarding, you will play a vital role in creating a safe and nurturing environment for the students of Parkside Community School.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Behaviour Improvement Officer will undertake.

The Behaviour Improvement Officer's specific roles and responsibilities may be updated over time to suit the needs of the school.

Section 5: Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Evidence of continuing professional development and/or a willingness to undertake further development as appropriate
Experience	<ul style="list-style-type: none"> Successful experience working in a school setting
Skills and knowledge	<ul style="list-style-type: none"> Excellent student behaviour management skills The ability to recognise and be sensitive to the individual needs of students Effective and professional communication skills with the ability to engage young people Understanding of effective student engagement strategies alongside the ability to model these for others and also support others to improve A willingness to increase own knowledge and understanding of teaching and learning, and the barriers that some students face Evidence of proficient information technology skills and the confidence and willingness to use and develop them Ability to build effective working relationships as part of a team and also independently where appropriate Ability to work in a way that promotes the safety and wellbeing of students
Personal qualities	<ul style="list-style-type: none"> Highly adaptable and flexible A commitment to getting the best outcomes for all students and promoting the ethos and values of the school Ability to work under pressure, prioritise effectively and remain positive Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Solution focussed when faced with challenges The ability to retain a sense of humour

Section 6: Further school information

Address

Parkside Community School
Boythorpe Avenue
Chesterfield
S40 2NS

Telephone

01246 273458

Website

<https://www.parkside.derbyshire.sch.uk/>

Social Media

Please keep up to date with Parkside news through our social media outlets – Facebook, X (formerly known as Twitter) and Instagram.

