

# Ysgol John Bright

## Well Being and Behaviour Officer

**Salary GO4 actual pro rata £17,130 - £18,759**

**Term-time plus 5 days - 37 hours a week**

**Full-time equivalent £19,945 - £21,166**

Closing date noon 11th June - interviews w/c 17th June

Start date 2nd September 2019



Inspiring achievement

---

# Our School

The successes and achievements of the school can be directly attributed to the students who are happy, articulate, hard-working, positive young people who are an asset to our community. They want an excellent education and to be successful learners. In addition, we have a very talented, committed and dedicated staff who are enthusiastic and passionate about providing the young people in our care with an education which is unforgettable and teaching and learning that really drives progress. The level of care, guidance and support at Ysgol John Bright is exceptional.

Our school was completely rebuilt in 2004 and we have fantastic accommodation. All classrooms are equipped with interactive technology. We have extensive playing fields, and specialist suites for all curriculum areas with staff parking on site.

YJB is a great place to work. It is vibrant, focused on teaching and learning and caring for our students. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our students. We are also lucky to have a proactive, ambitious governing body and supportive parent body.



# Welcome

Dear Applicant

Thank you for your interest in this post. Please see the attached job specification and person specification which will, I hope, assist you in your decision to apply for the post.

Our school prospectus can be found on the school website.

In the event that you decide to apply, I ask that you send your application to Mrs C Astrop, Head's PA, to arrive no later than **noon on 11th June**. Interviews will take place week beginning 17th June. Applicants who have not been contacted by this date should assume that, on this occasion, their application has been unsuccessful.

Should you require further details relating to the post or the school, please do not hesitate to contact us.

We look forward to hearing from you.

Yours faithfully

Ann Webb  
Headteacher



Headteacher **Ann Webb**

# Location

The school is located in the heart of the North Wales resort town of Llandudno and moved into a superb, state of the art new building in 2004. It is the only English medium high school to serve the town and its hinterland. Road and rail links along the North Wales coast are excellent and in one hour or less you can be in Chester, Liverpool, Manchester airport, the Holyhead ferry port to Ireland or within the grandeur of the Snowdonian National Park and its mountains.

Ysgol John Bright has a varied catchment area. There are nine designated primaries which range in size and type. The role is currently in the region of 1300 with 210 in our vibrant and expanding Sixth Form.

Ysgol John Bright values every individual - all students and staff, teaching and support staff as part of our learning community. We aim to provide a stimulating and well-managed learning environment which supports our young people in developing a love of learning and equips students of all abilities to meet the challenges of education, work and life in the 21st Century.

# School Buildings

The new school has been suited for each curriculum area. There are five blocks which are linked by a central mall. Each faculty has an office and there is a large staff workroom adjoining the generous staffroom.



Facilities at YJB offer our students a wealth of opportunities inside or outside the classroom in our contemporary state of the art school including:

- A Technology suite which includes provision for workshops, specialist textiles rooms, commercial standard catering provision, art/design areas, pottery and a photographic dark room.
- A Science block with 12 laboratories, on three floors linked by a dumb waiter and 3 prep rooms.
- Two full-time Science Technicians
- Extensive PE facilities - gymnasium, very large sports hall, 2 all-weather pitches (one to international hockey standards) 2 fenced tarmac hard play areas and extensive grass pitches and play areas.
- Sixth Form area with separate Year 12 and 13 workrooms. All Sixth Formers have their own laptops.
- Library resource area with a fingerprint borrowing system.
- All staff now share work through Google Education which is a cloud based learning environment.
- Drama classroom with specialist lighting and sound system.
- Music and photography departments with full suite of Apple Macs.



# Job Specification

## Job Purpose :

To ensure the attendance, behaviour and welfare of all students in the year group is managed and effectively supports their academic achievement.

## Duties and Responsibilities

### Job Specific - Supporting Students

- Establish constructive and positive relationships with all students in a year group and interact with them according to individual needs.
- Work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- Take a lead role in managing student behaviour by applying the Positive Behaviour Policy and Right to Learn procedures.
- Follow up incidents promptly;
- Maintain accurate pastoral records for each student recording issues and action (of all communications with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group) via the school information management system (SIMs) and student files;
- Have meetings with parents during or after school as required;
- Arrange sanctions as appropriate (including after school detentions);
- Communicate with parents/carers;
- Monitor the rewards and Behaviour for Learning 'Right to Learn' systems across the Year Group. (Run regular reports to check ATL weekly Levels 1,3,4 and 5 and where appropriate organise and pass to tutors Target Reports as well as communicating with parents. Run LM report daily and book students for SLT detention as required. Ensure students attend and enter data accordingly.);
- Prepare reports on students for parents and meetings for internal and external purposes as required;
- Liaise with staff to ensure correct data is added to Behaviour Log.
- Work with the Director of Learning to celebrate success through Golden Ticket Events and keep the profile of positive behaviour high in the year groups.
- Keep parents informed of success.
- Implement positive behaviour strategies as appropriate to individual/ groups of students.

- Take a lead role in the development and implementation of individual Behaviour Plans and Pastoral Support Programmes with the goal of improving behaviour and attendance.
- Be responsible for a system of student withdrawal as part of the Right to Learn policy.
- Work with partner agencies in order to provide interventions to improve behaviour and at-tendance of students.
- Act as a role model by setting challenging and demanding expectations, and promoting self-esteem and independence.

### Supporting Teachers

- Use strategies in liaison with Behaviour and Safeguarding Lead and teachers to support students towards achieving learning goals.
- Provide regular feedback to line manager, staff, students about behaviour issues as appropriate.
- Promote good behaviour, dealing promptly with conflict and incidents in line with School policy.
- Be responsible for organising a daily lesson by lesson 'on-call' system.
- Be responsible for organising and assisting with the supervision of detention during the school day and after school.
- Take a lead role in making decisions about the best course of action when dealing with behavioural problems on a day to day basis. Be able to recommend temporary fixed term exclusions as appropriate.
- Liaise with Behaviour and Safeguarding Lead and Assistant Headteacher for all behavioural issues that are of such a level that they require exclusion or where there may be a need to consider permanent exclusion.
- Attend meetings such as Case Conferences, PSP reviews.

# Duties and Responsibilities

## Supporting Families

- Respond to parental enquiries by telephone, letter or email as appropriate in an efficient and timely manner.
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Act as the primary contact for parents/carers if the behaviour of a student gives cause for concern.
- Attend parent evenings to provide advice and support as required.

## Supporting Student Outcomes

- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise with Directors of Learning, ALNCo and Behaviour and Safeguarding lead to devise appropriate interventions for student exhibiting emerging behaviour and/or pastoral issues.
- Use strategies to support students to achieve behaviour and attendance goals.
- Be responsible for monitoring students responses to interventions and accurately record achievements and progress.
- Provide feedback to Behaviour and Safeguarding Lead.
- Attend regular 'Raising Achievement' meetings to ensure there is a coordinated approach to supporting underachieving students.

## Supporting the Curriculum

- Support staff and students in small individual or group sessions and/or in the classroom as appropriate to assist in resolving behaviour issues or student engagement.
- Implement activities and / or interventions with groups or individuals with the specific aim of improving behaviour and / or attendance.
- Arrange for work to be set and collected for exclusions or other absences.
- Manage any tutor group changed with the Director of Learning and ensure there is an induction programme in place for students entering the year group during the course of an academic year.

## Supporting the School

- Contribute to the vision, ethos and aims of the school.

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all bullying, racism and radicalisation concerns to an appropriate person.
- Promote the inclusion and acceptance of all students. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Share the responsibility for Alert and cover of Internal Exclusion.
- Support tutors in ensuring standards of uniform are high by loaning uniform, issuing sanctions and / or communicating with parents.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required. Accompany teaching staff and students on visits, trips and out of school activities as required and help supervise students in support of teachers.
- Carry out a school duty according to the school duty timetable.

## Continuing Professional Development

- Undertake any professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the performance management / appraisal process, evaluating and improving own practice.

## Safeguarding

Ysgol John Bright is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.

# Person Specification

Qualifications	Essential	Desirable
GCSE grade C or equivalent in Maths and English	✓	
Educated to A level standard, Degree or equivalent		✓

Knowledge/Skills and attributes	Essential	Desirable
Basic understanding of child development and learning	✓	
Ability to deal with students who may be challenging and reluctant to engage.	✓	
Ability to liaise and communicate with parents or carers	✓	
Good organisational and time management skills	✓	
An ability to apply policy and procedures	✓	
An understanding of safeguarding		✓
The ability to communicate in English	✓	
The ability to communicate in Welsh		✓

Supervision and Management	Essential	Desirable
Working constructively as part of a team	✓	
Personal pride in delivering challenging targets	✓	
Commitment to own professional development	✓	

Creativity and Innovation	Essential	Desirable
Clear thinker, optimistic and resilient person	✓	
Evidence of working to raising standards against targets		✓

Contacts and Relationships	Essential	Desirable
Working in an educational establishment		✓
An empathetic nature which results in a calm but firm approach with young people	✓	
Experience of working with parents		✓
Experience in a role interfacing directly with young people	✓	
Experience of promoting ALN and Inclusion		✓
Sense of humour	✓	

Decisions/Recommendations	Essential	Desirable
Ability to work to deadlines and work calmly under pressure	✓	
An ability to take initiative when appropriate and work independently	✓	

Resources	Essential	Desirable
Excellent ICT skills	✓	
Experience of working administratively in SIMS		✓
Hold a current Flrst Aid qualification		✓

Physical Demands	Essential	Desirable
The role will require normal physical effort to carry out tasks associated with office duties	✓	
Excellent attendance and punctuality	✓	



