



# SOUTH DARTMOOR COMMUNITY COLLEGE



**Behaviour Manager (Learning Recovery)**

**Monday – Friday 8.00am – 4.30pm term time only**





# SOUTH DARTMOOR COMMUNITY COLLEGE

Dear Applicant,

Thank you very much for your enquiry regarding the post of Behaviour Manager.

We are seeking to appoint a dedicated and enthusiastic colleague who would have a well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment. This position is ideal if you have a proven ability to manage and motivate young people between the ages of 11 - 18.

The College has recently been through a restructure and as a result we are now looking for someone to join our school who will be able to work closely alongside the school leadership team. We are keen to hear from candidates who are well organised, able to use their initiative and enjoy working in busy and stimulating environments.

South Dartmoor Community College sits within the historic town of Ashburton and we have one of the largest catchment areas in the country as many of our students live within the stunning Dartmoor National Park. We have a large campus with additional sports fields, tennis courts, an astro turf and a welcoming sixth form environment set in Place House adjacent to the College. The College also has a Communication and Interaction Resource Base (CAIRB) onsite which support students with autism.

We have supportive parents and the pastoral provision at the school is extremely strong as well as our creative arts and sporting departments.

The closing date for completed application forms is 12 noon on Monday 19<sup>th</sup> August. Interviews will take place on Tuesday 27<sup>th</sup> August.

Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours faithfully,

Rachel Shaw  
CEO/Executive Principal.



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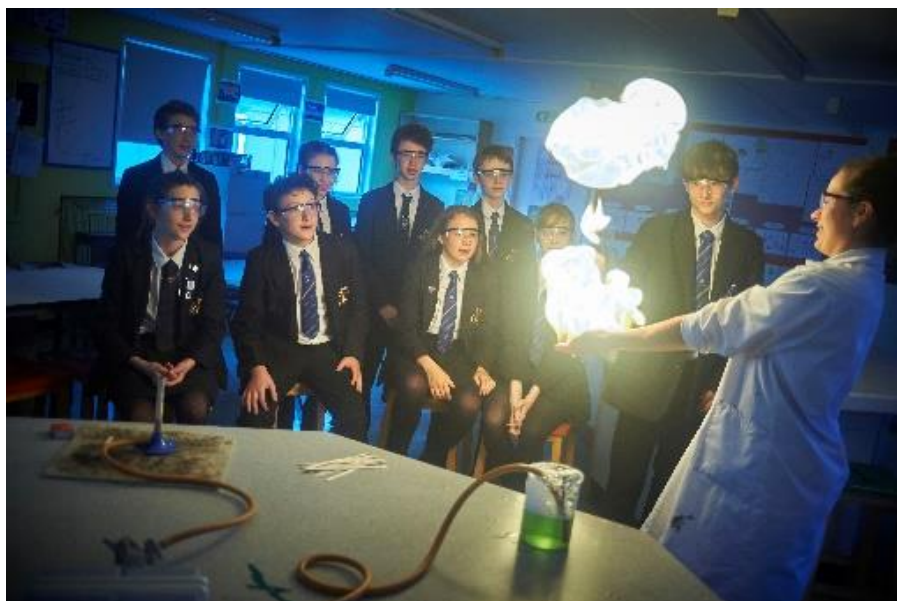
## About South Dartmoor Community College

### OUR VISION

The core guiding principle that lies at the heart of everything we do at South Dartmoor Community College is to encourage and develop personal responsibility among all members of our community. We believe in empowering students to take control of their own learning and their own lives so they know how to make good choices and also have the ability to thrive in a fast moving, ever changing world. By creating a learning environment that has high expectations of everyone - and by modelling the behaviour that we expect from our students - we can provide the stepping-stones that bring dreams closer to reality.

### OUR SCHOOL

South Dartmoor Community College has approximately 1250 students on roll, including the 6<sup>th</sup> Form College. The school is split into 5 houses named after local Tors on Dartmoor and the pastoral care of students is very strong. The school also has a CAIRB (communication and interaction resource base) that supports 12 students with communication and interaction needs in accessing mainstream education. The school has a strong reputation for the quality of its arts and sports provision. We also run the school sports partnership which engages with over 50 primary schools and their local secondary schools to provide both competitive and non-competitive sporting opportunities for primary pupils.





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## Ashburton

Ashburton is a small rural town situated within the Dartmoor National Park, and often described as a gateway to the Moor. The town's history is largely built on the wool and tin trade and it has maintained the role of Portreeve for 1198 years, leading Medieval courts. There are many cultural and sporting opportunities within the town.



Ashburton has easy access to the A38 and is less than half an hour from both Exeter and Plymouth, affording an easy commute. Our unique location makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. In addition to this, the university cities of Exeter and Plymouth both offer cultural experiences with theatres, respected venues and contemporary restaurants.





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## About South Dartmoor Multi Academy Trust

South Dartmoor Multi-Academy Trust was formed in April 2011 and consists of 7 local schools: Ashburton Primary, Atrium Studio, Buckfastleigh Primary, Ilsington C of E Primary, Moretonhampstead Primary, South Dartmoor Community College and Widecombe Primary.

At SDMAT we want all of our schools to have their own identity and sense of purpose that reflects the needs and ethos of their community. We also recognise that we are stronger when we can work together and share the best practice within our schools to benefit the education of all of our children. All schools within our MAT ensure:

- **We put children first** - we care deeply about all of the children in our schools and are committed to combatting disadvantage by ensuring children achieve the highest standards;
- **Staff are valued** and have a common sense of purpose – staff have clear roles, a work/life balance and the opportunities to develop and grow and become experts in their profession;
- **Our communities feel proud** of the school their child attends and benefit from our work in helping children enter the adult world as valued members of society who have much to contribute.

These principles underpin all that we do and are often a focus for our next steps of development as a group of schools. We are extremely united and dedicated in wanting to achieve the highest quality of education for all our pupils and all school leaders within the academy are invested in wanting all the schools to succeed. There is a huge amount of transparency within the schools as we can only work effectively together by fully understanding the challenges each school faces.

### Academy Governance

Each school has retained a local governing body which is focussed on monitoring the quality of provision within their school and providing challenge and support to school leaders. The directors of the academy set the strategic direction for the Trust and monitor performance and the members are guardians of the vision and ethos of the Trust.





# SOUTH DARTMOOR COMMUNITY COLLEGE

## Job Description

### Behaviour Manager (Learning recovery)

|                          |  |
|--------------------------|--|
| <b>Working time:</b>     | Monday to Friday 8.00am – 4.30pm 39 weeks per year       |
| <b>Salary Grade:</b>     | Grade D (£10.14-£11.19 per hour)                         |
| <b>Reporting to:</b>     | Assistant Principal for Welfare and Personal Development |
| <b>Disclosure level:</b> | Enhanced   |

### RESPONSIBLE TO: PRINCIPAL, LOCAL GOVERNING BODY & DIRECTORS

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact. To adhere to and ensure compliance with the relevant SDCC Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Principal or to the CEO so that a referral can be made accordingly to the relevant third party services.

### MAIN PURPOSE OF THE JOB

To manage the College's Learning Bridging room and create opportunities for reflection and repair work. You will treat students consistently with respect and consideration and will support their development as learners. You will provide key-stage appropriate activities for the time spent within Bridging room.

### Key duties and responsibilities

- Support the Heads of House to ensure that all Pastoral Support interventions are timely, effective and appropriate to individual need
- Support teachers in assessing pupil progress and attainment
- Identify barriers to learning, recognise preferred learning styles/strategies and provide appropriate support and guidance to students and staff
- Provide study skills support including; organisation, time management, research, revision, comprehension, confidence, motivation, goal setting, note taking, target setting, basic skills, to maximise learner independence
- Provide effective support to help learners keep on track with course targets and assignments
- Oversee the welfare provision for students and ensure effective links with outside agencies



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- Support liaison with parents and carers
- Maintain accurate and timely support records including safeguarding information
- Raise concerns in line with confidentiality and data protection any areas of concerns to Heads of House and Assistant Principal
- Liaise with Assistant Principal lead on attendance and Heads of House to maximise student attendance
- Liaise with Designated Safeguarding Leads to ensure that safeguarding concerns are effectively resolved
- Support the pastoral team in signposting learners to relevant specialists or other agencies as appropriate
- Provide accurate statistical information and reports for the Heads of House
- Keep up to date with school and national guidelines on supporting pupil behaviour
- Be a role model to other staff

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. You will be required to carry out any other duties reasonably requested by the Head teacher or other senior members of staff.

***To model the behaviours of a professional at all times.***

## Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

|                      | Essential  | Desirable   |
|----------------------|--|---|
| Qualifications       | <ul style="list-style-type: none"> <li>A high level of formal education including GCSE grade C or above in English and Maths</li> </ul>  | Education qualifications  |
| Experience           | <ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of identifying need and targeting intervention</li> <li>Proven ability to manage and motivate young people of all abilities</li> </ul>  | <p>Experience of working in a school setting</p> <p>Experience of working with young people with challenging behaviours</p> |
| Skills and Knowledge | <ul style="list-style-type: none"> <li>A good understanding of safeguarding and Keeping Children Safe in Education 2019.</li> <li>An excellent level of computer knowledge, keyboard skills and software expertise</li> <li>Excellent communication skills both verbally and in writing</li> <li>A high level of professionalism and the ability to represent the school in multi professional meetings</li> <li>Ability to take the initiative</li> <li>Ability to effectively deploy resources</li> <li>An excellent team member</li> <li>Ability to maintain confidentiality</li> <li>Willingness to undertake any additional training</li> </ul> | Knowledge of the KS3/4 curriculum   |





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Personal attributes and abilities

Personal resilience and the capacity to work effectively and stay calm under pressure are essential.

Strong communication skills and the ability to work independently and problem solve.

Ability to work well under pressure to meet deadlines.

Well organised and excellent communication skills.

Flexibility to work outside of hours where required to meet implementation deadlines.

***The Local Governing Body and Directors are committed to safeguarding and promoting the welfare of children and young person and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.***



# SOUTH DARTMOOR COMMUNITY COLLEGE

## The Application Process

### Application forms:

Application forms and the recruitment pack are available from the school website (News/vacancies) or you can contact the school directly via phone or email.

### School Visits:

Visits to the school are welcomed. Please contact the school directly to arrange to be shown around the school.

### Closing Date:

Please send completed applications by email to the school (rshaw@southdartmoor.devon.sch.uk) by **12 noon on Monday 19<sup>th</sup> August**. Applications received after this time will not be considered.

### Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview and reference will be taken up and proof of identity and qualifications will be required.

### Interviews:

Interviews will take place over on **Tuesday 27<sup>th</sup> August** and will be at South Dartmoor Community College.

## Contact details

### South Dartmoor Community College

Balland Lane, Ashburton, Devon TQ13 7EW

Telephone: 01364 652230

Email: [rshaw@southdartmoor.devon.sch.uk](mailto:rshaw@southdartmoor.devon.sch.uk)

Web: [www.southdartmoor.devon.sch.uk](http://www.southdartmoor.devon.sch.uk)