



Job Application Pack

Darland High School

**Behaviour, Guidance &
Support L4 HLTA G06**

£21,748— £23,080 FTE

(£18,246 - £19,315 pro rata)

Full time (37.0 hrs per week), Term Time
(plus training days)

Closing Date:

12:00 noon Thursday 8th July 2021

Interview Date:

Week beginning 12th July 2021

Headteacher Joanne Lee





Letter from the Headteacher

Dear Colleague,

Thank you for your interest in working at Darland High School.

I am immensely proud to be the Headteacher here at Darland and I want everyone who comes to DHS to be an equally proud member of our family. Our work is about making a real difference to the lives of children so that they in turn make a discernible difference to their communities, our town and our world.

We serve a diverse community in North East Wales, ranging from high levels of disadvantage and deprivation to affluent areas of rural Wrexham, and we work as a team to provide all our students with the best education and opportunities to inspire them to be successful.

Our students are at the heart of everything we do at DHS, every child matters to us and we believe that every child can succeed. Our motto is 'Aspire, Apply, Achieve'. Our expectations for academic standards and behaviour are therefore unapologetically high.

I was appointed as Headteacher in September 2019, and although all schools now find themselves in unchartered territory, we are undoubtedly on a journey of change with our sights set on becoming an excellent school. We have a dedicated team of over 135 staff who work together tirelessly with this goal in mind.

I look forward to reading your application.

Kind regards,

Joanne Lee
Headteacher



Chair of Governors, Cllr Rob Walsh & Headteacher, Joanne Lee



Application Details

Thank you for your interest in the Behaviour, Guidance & Support L4 HLTA vacancy at Darland High School. We are looking for a passionate and driven individual to make a contribution to the current team at DHS.

Further details of this post can be found in this pack, details of the school can be found on our website which is currently being updated. Details of how to apply can be found below:

How to Apply

Should you wish to apply for the post, please complete and return the Wrexham Authority application form directly to the school along with a covering letter addressed to our Headteacher, Mrs. J Lee, which clearly demonstrates your suitability for this role.

Applications can be downloaded from our website and submitted via email to headteacher@darlandschool.org.uk with **Behaviour, Guidance & Support L4 HLTA** in the subject line, or by post for the attention of Mrs Lee, to the following address:

Recruitment

Darland High School
Chester Road
Rossett
Wrexham
LL12 0DL

Please be aware that postal services may be delayed in the current climate, we recommend you email your application.

Application forms: These can be downloaded from the school website at <https://darland.wrexham.sch.uk/vacancies/>

Wherever possible, please provide email addresses for your referees.

Closing Date: Please ensure your application arrives by 12:00 noon on the closing date of Thursday 8th July.

Interview: Interviews for the role will be held during the week of 12th July.

Safeguarding: Darland High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check.



Post: Behaviour, Guidance & Support L4 HLTA

Level 4—Grade G06 – ID 1069

Please find the **generic job description** below with *contextual interpretation of the specific role at Darland High School emphasised beneath each statement.*

PURPOSE:

Under the supervision of SLT (Assistant Headteacher), the post holder will be expected to manage and deliver pastoral support to pupils who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour.

DIMENSIONS:

Darland High School is an English-medium secondary school in North East Wrexham. In September 2019 Joanne Lee was appointed as Headteacher. Since this time the school has been undergoing system change in many areas. The pastoral systems in the school have been overhauled and new proactive methods of addressing behaviour are being implemented. Along with new electronic systems for recording and communicating, these changes are having a positive impact on pupils' behaviour and learning. We are looking for a confident and enthusiastic individual who enjoys working with pupils to help them succeed. Experience of working with teenagers and a keenness to learn / adapt to new systems and technology is desirable. In light of the current circumstances please contact the Headteacher's PA Mrs. Clare Pickup on headteacher@darlandschool.org.uk directly if you wish to have a tour of the site and a discussion about the role prior to the deadline (social distancing measures followed).

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR THE PUPILS

- **Help manage and deliver pastoral support to pupils**

To be a first response for everyday student problems. To investigate reported incidents of inappropriate behaviour when required.

- **Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable**
- **Assist the pastoral team with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans**

To liaise with the relevant staff on actions to be taken, to administer appropriate support and intervention programmes, with particular reference but not limited to attendance.

- **Establish productive working relationships with pupils, acting as a role model**

To support positive behaviour at break and lunchtimes around the school site, developing positive working relationships with pupils.

- **Liaise with pastoral team to arrange and develop, 1:1 mentoring arrangements with pupils and provide support for distressed pupils.**
- **Provide information and advice to enable pupils to make choices about their own behaviour**

To monitor the behaviour of identified pupils and provide information and advice to support them in making good choices about their behaviour.

- **Challenge and motivate pupils, promote and reinforce self-esteem**

To develop positive working relationships with pupils and work with them to encourage appropriate responses to everyday situations.

- **Provide feedback to pupils in relation to behaviour/achievement/progress/attendance etc.**

To work with pastoral team in the monitoring and support of pupils on Individual Attendance Support Plans

SUPPORT FOR THE TEACHERS

- **Support pupils' access to learning using appropriate strategies, resources etc.**

To support teaching staff with improving behaviour for learning in lessons. To patrol school site, supporting a calm environment during change-overs and lessons.

- **Work with other staff in planning, evaluating and adjusting learning activities as appropriate**

- **Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording**

To monitor and record the behaviours of pupils and work with the pastoral team to improve pupil engagement and behaviour.

- **Provide objective and accurate feedback and reports as required, to other staff on pupils behaviour/achievement/progress and other matters, ensuring the availability of appropriate evidence**

To use school systems consistently, objectively and accurately to report on progress made by pupils on behaviour / attendance plans.

- **Manage record keeping, systems and processes**

To use school systems effectively and efficiently to ensure school behavioural and attendance records are kept up-to-date.

- **Work with pastoral team to develop and implement appropriate behaviour management strategies**

To undergo training in graduated approaches, and behavioural management strategies and to use these strategies to support pupils in conjunction with pastoral team members.

- **Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's behaviour/attendance, access and learning and supporting home to school and community links**

SUPPORT FOR THE CURRICULUM

- **Implement agreed learning activities/teaching programmes, adjusting activities according to pupil needs.**

- **Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.**

To take part in training and active research projects that continue to develop capacity of Darland High School to improve behaviour for learning e.g. restorative approaches.

- **Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.**

To take part in school-based and online training to ensure effective and efficient use of systems and technology at Darland High School.

SUPPORT FOR THE SCHOOL

- **Comply with and assist with the development of policies and procedures relating to child protection/ health, safety and security/ confidentiality and data protection reporting all concerns to an appropriate person**

To partake in training in these areas and comply consistently with All Wales Child Protection Procedures and relevant school policies.

- **Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop**

- **Contribute to the overall ethos/ work/ aims of the school**

To maintain a calm and professional manner when working in challenging situations. To work with the pastoral team and teaching staff effectively to reduce absence rates and support behaviour for learning.

- **Establish constructive relationships and communicate with other agencies/professionals, in liaison with the pastoral team, to support achievement and progress of pupils**

To maintain professional relationships with other agencies to include but not restricted to Care & Support team; I.C.C, Core Group; TRAC.

- **Attend and participate in regular meetings**

To attend weekly meetings with pastoral team and line manager to establish effective systems for behaviour for learning and attendance.

- **Participate in training and other learning activities as required**

To attend INSET days, and other training related to the role.

- **Recognise own strengths and areas of expertise and use these to advise and support others**

Work collaboratively across the school.

- **Be responsible for the provision of out of school learning activities within guidelines established by the school**

- **Contribute to and identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.**

CONTACTS

Headteacher – Joanne Lee

Assistant Headteacher – Lisa Easton

All Teaching Staff

Pupils

Parents



Person Specification:

Post: Behaviour & Support Officer Level 4 / G06

Purpose: Under the supervision of SLT (Assistant Headteacher), the post holder will be expected to manage and deliver pastoral support to pupils who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour.

ITEM	ESSENTIAL	DESIRABLE
Qualifications	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	
Experience	Experience of working with children of relevant age	Experience of working with pupils with additional needs Experience of working with young adults
Knowledge and Skills	Understand range of support services/providers Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to work well under sustained pressure and within fixed deadlines	Full working knowledge of relevant policies/codes of practice/legislation Working knowledge of national curriculum and other relevant learning programmes Understanding of principles of child development and learning processes and in particular, barriers to learning Ability to plan effective actions for pupils at risk of underachieving Working knowledge of SIMS and common Microsoft programmes
Personal Qualities	Organised and ability to multi-task and prioritise Good communicator at all levels Team Player Enthusiastic and positive Use of initiative and able to apply common sense to solving problems Flexible and adaptable approach to work	