

Student Conduct and Behaviour Manager



Candidate Pack

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Applicant Information Pack

1. Letter from Principal, Austin Sheppard	Page 3
2. Details of package	Page 4
3. Job description	Pages 4-5
4. Person specification	Page 6
5. Information for applicants	Page 7
6. Queries, or complaints about the recruitment and selection process	Page 8
7. How to apply	Page 8

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June 2021

Dear colleague,

Thank you for your interest in this role at South Bank UTC. We are at a very exciting time in our journey as we continue to grow in both size and stature within the local and wider London educational landscape.

We opened to students aged 14-19 in Brixton in September 2016 as a brand new school, and benefit from incredible specialist facilities that are the envy of many colleges and universities let alone schools. Close to central Brixton, we benefit from being in a vibrant, dynamic, rewarding and inspiring place to work, and enjoy excellent transport links.

Our vision is to develop young professionals with the skills and knowledge for successful careers in the engineering and health industries. We do this through a highly specialised curriculum and offer GCSE, BTEC and A-level provision. Our curriculum is supported via our core values of INNOVATION, INTEGRITY and INTENT; these help guide students and staff alike towards excellence.

Supporting our vision and values is our mission to maximise achievement through innovative teaching and learning and high quality partnerships with London South Bank University and our Industry partners including: Skanska; Essentia; Guy's and St Thomas' NHS trust; and King's College NHS trust. We are proud that our students benefit directly from real-life employer challenge projects, delivered alongside our sponsors and designed to develop authentic, contextualised learning. As a result, our students are motivated and highly engaged by the offer of a professional, mature learning environment.

Not only do our young people have the opportunity to study high quality academic and technical qualifications, they learn valuable key employability skills to equip them for the modern workplace. Our students are also fully supported through high-quality, personalised pastoral care.

This role will require high levels of personal and professional commitment and the ability to work successfully as part of a team will be essential. You will be required to be highly adaptable and flexible and will need a strong work ethic. In exchange, the UTC will offer first class career development opportunities, high quality personalised CPD, the chance to work with cutting edge equipment, with engaged employer and university partners and an outstanding group of young people.

You will have the unique opportunity to play a central role in developing an exceptional UTC. We would love to hear from you if you feel you have the skills and expertise we need for this key role. Do contact me directly should you wish to discuss the role in more depth.

Yours faithfully,

Austin Sheppard
Principal

austin.sheppard@southbank-utc.co.uk

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Package

Package:	South Bank Academies support staff pay scale SUP15-19 (£28,552-£32,630 per annum full time) £27,696-£31,653 per annum actual salary Local Government Pension Scheme, perks and benefits package, free lunch when community dining, on-site gym, employee assistance programme, cycle to work scheme, Specsavers eyecare
Accountable to:	Vice Principal
Location:	South Bank UTC, 56 Brixton Hill, London SW2 1QS
Contract term:	Permanent
Working pattern:	40 hours per week, 39 weeks per year
Job start:	Monday 23 rd August 2021
Deadline:	9.00 am, Friday 2 nd July 2021
Shortlisting:	Friday 2 nd July 2021
Interviews:	Wednesday 7 th July 2021

Job Description

Core purpose

You will have responsibility for supporting the whole school behaviour policy by actively promoting positive conduct and monitoring behaviour across both key stages. This will involve working closely with the Vice Principal, staff, parents, students and external agencies to ensure all relevant information is shared, understood, monitored and implemented.

Key responsibilities

- Set high expectations which inspire, motivate and promote all students.
- Establish a safe and stimulating environment for students.
- Promote positive conduct and behaviour for all students in the school, across both key stages.
- With key staff, particularly across the wider Pastoral team, create strategies and interventions to improve the behaviour of all students.
- Analyse student behaviour data using Track It Lights, CPOMS and other programmes.
- Be an active and productive member of the wider Pastoral team, meeting regularly to share information on students, follow up and act on concerns.
- Have a secure knowledge of different student needs that affect mental health and mood, and keep abreast of training, CPD and research/reading in this area.
- Be an effective communicator, sharing relevant information with staff, parents, students and external agencies via appropriate channels.
- Deputise for other members of the pastoral team by attending meetings where required.
- Manage and maintain the school's bullying log, identifying trends and concerns.
- Investigate high profile incidents using CCTV, student statements to gain an understanding and

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report findings to pastoral colleagues and senior staff.

- Develop meaningful relationships with all students, using positive influencing strategies to strive to get the best out of them.
- Use the school reward system to positively reinforce good or improved behaviours around the school.
- Review the bullying log and Track It lights on a daily basis to stay abreast and be pro-active with any emerging issues, following up and creating strategies and interventions accordingly.
- Observe student behaviours in and around the building, including classrooms by hourly patrol duties.
- Be visible in corridors, open space areas and outside during break times.
- Remind students of expectations through messaging and conversations.
- Work with the wider pastoral team to feed into supporting students on PSPs.
- Frequently communicate to staff and students with relevant updates and information via Teams or email.
- Attend break, lunch duties and after school duties daily.
- Manage the isolation room with colleagues to ensure its smooth running and communicate to parents in a timely fashion if their child is attending the isolation room.
- Administer the detention list for break and lunch, collecting students for their detentions. Follow up any students who have failed to attend a detention and place in isolation.

Additional duties

- Promote an ethos and culture that supports the UTC's policies and promotes good outcomes for all students.
- Support with aspects of pastoral management at the UTC for example through contribution to behaviour management and safeguarding.
- Actively develop opportunities to secure and embed partnerships outside the UTC: with appropriate stakeholders.
- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Comply with health and safety rules and legislation, ensuring safety of students and staff at all times.
- Provide a highly visible presence to students and colleagues through the day.
- Attend open evenings, parental events, progress review meetings and other dedicated activities, as required.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of GDPR in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal or line manager where they meet the priorities of the UTC.

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Person Specification

Essential	Desirable
Qualifications and background	
<ul style="list-style-type: none"> Bachelor’s degree in an appropriate subject. 	<ul style="list-style-type: none"> A continuing engagement in conduct and behaviour issues and national approaches. Safeguarding qualification.
Relevant Experience	
<ul style="list-style-type: none"> At least two years’ experience of working with 11 to 18-year-old students in a school setting. 	<ul style="list-style-type: none"> Has experience of leading initiatives which demonstrate impact on student conduct and behaviour. Experience of working with SEND students. Experience in a safeguarding role.
Personal values and skills	
<ul style="list-style-type: none"> Commitment to the values of the school. Good understanding of inner city schools and a commitment to enable equality of opportunity in all aspects of school life. An understanding of the impact an outstanding school can have on the whole community. Promotion and celebration of cultural diversity. Enthusiasm, energy and dedication for the role. A range of high quality teaching skills and a focus on self-reflection and evaluation of your teaching Good interpersonal and collaborative working skills. Effective and appropriate communication skills for a wide range of audiences Appropriate use of ICT to enhance learning and progress of students with SEND. Be able to work independently, manage your time effectively and be able to problem solve on your own initiative. 	<ul style="list-style-type: none"> A developed personal commitment to continue to evaluate and improve your practice through collaborative professional development. An ability to set out and communicate a coherent vision behaviour and conduct improvement. A passion to engage students in enriching experiences.

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Information for Candidates

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the Trust will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service. Any declaration should be submitted, at the point of application, in a separate sealed document.

A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for and, where this is the case, will not necessarily bar a candidate from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for staff applying internally for a vacancy. Further information about the Disclosure scheme can be found at: www.gov.uk/dbs. DBS clearances are held on an employee's file for the duration of their employment and are renewed every five years for all employees.

Safeguarding recruitment statement

South Bank Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance, references covering the previous five years of employment and overseas police checks where appropriate. Our recruitment and selection panels consist of at least one 'safer recruitment' trained member and all staff, on induction to our school, are required to undertake safeguarding training within the government's Keeping Children Safe in Education agenda.

Equal opportunities

South Bank Academies recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

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Applicants with disabilities

We are keen to increase the number of disabled people we employ and therefore encourage applications from individuals with a disability who are able to carry out the role. If you have special needs in relation to your application please email sahra.gaade@southbank-utc.co.uk.

Travel expenses

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

How to apply

Informal Discussion

Applicants who wish to have an informal discussion about the role should contact Rob Harding, Vice Principal rob.harding@southbank-utc.co.uk

Applying

If you wish to apply for this post, please complete an application form on the TES portal (this is preferred).

If you are applying through the Guardian, DfE site or our website, use our application form which can be found [here](#). This should include a letter of application or supporting statement (no more than two sides of A4) telling us why you wish to be considered for the post. Please send your final application to sahra.gaade@southbank-utc.co.uk by the closing date detailed on page 3.

Response

We very much regret that, due to limited resources and the large number of applications we receive, we are only able to inform shortlisted candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume you have been unsuccessful on this occasion. We would like to assure you that every application we receive is considered in detail and shortlists drawn up after careful reference to a detailed person specification.

If your application is not successful, we hope that you will not be discouraged and will still apply for suitable vacancies as and when they are advertised.

Complaints

Any complaints regarding the application process should be sent to Jacqui Collins, Trust HR Manager jacqui.collins@sbatrust.co.uk

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