

# Behaviour for Learning Lead



## RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust



## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah  
Headteacher



01422 244181 | [admin@twapa.co.uk](mailto:admin@twapa.co.uk)  
The Whitley AP Academy, The Whitley Phoenix Centre,  
Moor Bottom Rd, Illingworth, Halifax, HX2 9SR  
[www.twapa.co.uk](http://www.twapa.co.uk)

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## Job Description

<b>Post:</b>	Behaviour for Learning (BfL) Lead
<b>Overview:</b>	The primary focus of the role is to support Behaviour for Learning (BfL) Manager in the management of the Academy's Behaviour for Learning system, providing daily support to pupils and colleagues in managing behaviour. To support teachers and support staff to ensure the behaviour system is adhered to both in and out of lessons, under the direction of the BfL Manager. The post holder will also be expected to run our in-house 'Alternative to Suspension' provision on a rota basis.
<b>Salary:</b>	Scale 6 / SO1 (SCP 18 – 25)
<b>Contract:</b>	Permanent, Term Time only – plus five days, 35 hours per week
<b>Responsible to:</b>	Behaviour for Learning Manger / Phase Leaders

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## Key Duties and Responsibilities

- To encourage high levels of expectations in pupils with colleagues in the Academy.
- To promote positive behaviour management by modelling strategies which support the improvement of behaviour in the Academy.
- To be a visible presence around the Academy to ensure that appropriate pupil behaviour is maintained both in and out of lessons; to monitor the corridors daily; to monitor pupil behaviour at break and lunchtime as required around Academy.
- To lead the day-to-day management of the 'Refocus / Removal' system and detention system; to monitor patterns of pupil behaviour.
- To be part of the team which staff / run the 'Alternative to Suspension' provision in the Academy, ensuring that it meets the needs of pupils and is restorative by nature.
- To attend pastoral meetings with the pastoral team and exchange information about pupils.
- Under the direction of the BfL Manager, be responsible for the maintenance of specific documents relating to all facets of behaviour for learning, this includes – but is not limited to, Behaviour Management Plans, Pupil Profiles and Reduced Hours Forms.
- To liaise with parents in relation to the Behaviour for Learning system and policy; to be responsible for discussing sensitive issues with parents / carers as regards Behaviour, uniform, etc.
- To maintain regular contact with parents / carers of pupils needing extra support to keep informed of their child's needs and progress and to secure positive family support and involvement.
- To maintain effective records of interventions with pupils, meetings with parents and external agencies.
- To line manage a team of the Academy's Behaviour for Learning (BfL) Mentors and lead their performance management.



- To liaise with the BfL Mentors regarding specific pupils, discussing behaviour and share information as appropriate.
- To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy’s Health and Safety policy.
- To promote the provision of extra-curricular activities for pupils.
- To play a full part in the life of the Academy community supporting its distinctive mission and ethos, actively promoting its policies and practices.
- To undertake any other duties as may reasonably be required by your Line Manager.

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

**Post Title:** Behaviour for Learning (BfL) Lead

**Post Grade:** Scale 6 / SO1 (SCP 18 – 25)

	Criteria – Essential (E) / Desirable (D)	How Identified
<b>Experience</b>	Experience of working with Primary and Secondary aged pupils with special needs including emotional and behavioural difficulties. (E) Experience of leading a pastoral team. (D) Experience of working with parents, schools and support agencies. (E) Experience of implementing effective strategies to promote positive behaviour. (D) Experience of modelling good behaviour management techniques. (E)	Application Form  References  Interview
<b>Knowledge &amp; Skills</b>	High expectations which motivate and challenge pupils. (E) Behaviour management skills to support the Academy’s culture. (E)	Application Form  References

	<p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional / behavioural / physical difficulties. (E)</p> <p>Ability to relate to children / young people from diverse social backgrounds. (E)</p> <p>Ability to effectively communicate verbally with children / young people, parents / carers and staff in the Academy. (E)</p> <p>Exercising advisory, guiding, negotiating and persuasive skills. (E)</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)</p> <p>Written communication skills in order to produce reports and update records. (D)</p> <p>Ability to work on own initiative and as part of a team. (E)</p> <p>Ability to support members of staff. (D)</p> <p>Ability to remain calm under pressure. (E)</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p> <p>Maintain confidentiality in matters relating to the Academy, its pupils, parents or carers; and an awareness of safeguarding issues. (E)</p> <p>Willingness to lead staff training session on aspects related to the role. (D)</p> <p>Awareness of child development. (D)</p> <p>Good communication skills. (E)</p> <p>Good ICT skills, including the use of Microsoft Office, SIMS and CPOMS. (D)</p>	Interview
<p><b>Qualifications / Training</b></p>	<p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at Level 1. (E)</p> <p>Other relevant qualifications relating to the post e.g., Level 2 NVQ in Health / Childcare, first aid qualification. (D)</p> <p>Evidence of further training / development and / or willingness to participate in further training and development opportunities e.g., Team Teach, Moving &amp; Handling, Special Educational Needs. (D)</p> <p>A full driving licence. (E)</p>	Application Form



## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

### CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer



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## Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported, e.g. Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form online and send it to the HR team at [hr@i-mat.org.uk](mailto:hr@i-mat.org.uk).