

# Behaviour Improvement Room Supervisor

## APPLICATION PACK



**UTCN**  
University Technical  
College Norfolk



## **Behaviour Improvement Room Supervisor**

**Term Time + 1 week**

**Scale 5 points 22 to 25**

**FTE : £22,082 - £23,995**

**Actual Salary: £18,828 - £20,459**

**From February 2022 or asap**

UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good' across all areas in May 2019.

We want the behaviour of our students to be outstanding and, to support this, we are introducing a Behaviour Improvement Room. The purpose of this room will be to help students who are out of lessons to improve their behaviour and develop their personal skills. We need someone to set up and run the BIR, working alongside the Pastoral Team.

If you:

- are an excellent organiser
- are good at managing conflict
- are a strong administrator
- have good IT Skills
- are well organised and able to prioritise
- are an excellent communicator
- have a capacity for hard work
- are determined to ensure that UTCN is the top provider of its type in the country

Then we want to hear from you! For further information, please contact Alison Howes, PA to the Headteacher on 01603 580282.

For further information and to apply, please see our website [www.utcn.org.uk](http://www.utcn.org.uk)

Closing date: 9.00am, Monday, January 10, 2022

Interviews: W/C January 10

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

December 15, 2021

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved. We have been open seven years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good' across all areas in May 2019.

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UTCN has recently joined the London-based MAT Community Schools Trust (CST). CST have a track record of achieving some of the best exam results in the country. This partnership of technical expertise with academic excellence will create some fabulous opportunities for both staff and students.

As well as making a real difference to young people's lives, I believe that UTCN is a great place to work. But don't take my word for it! In our November 2020 (anonymous) Staff Survey, 97% of staff strongly agreed (61%) or agreed (33%) with the statement: *'I enjoy working at this school.'*

If we can provide any further information, please do not hesitate to get in touch, we'd love to talk further.



Alex Hayes  
Headteacher

## **Key Facts**

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 150 places) and Year 12 (100 places)
- In due course, UTCN will have up to 420 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.00pm, with a longer day on Tuesdays and Thursdays
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

## **Employer Support**

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## **The UTCN Local Schools Board**

Reflecting the key role that employers will take, the UTCN LSB is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and SafeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Julie Schofield of UEA
- Alex Hayes of UTCN
- David Attwell of UTCN
- Kathryn De Ferrer
- Lee Rees
- Steve Love
- Jean Wilcox (Parent Governor)

## **The Curriculum**

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake Industry led projects.

## **Basic Salary**

Salaries are paid in twelve equal instalments on the 19th day of the month by direct credit transfer.

## **Other Benefits**

Membership of the Local Government Pension Scheme will apply to this role. UTCN staff also benefit from membership of BHSF.

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## **Working Pattern**

This role is for 37 hours per week on a Term Time plus 1-week basis. The core hours of work will be from 8.00am to 4.00pm with 30-minutes unpaid for lunch: this totals 37 hours per week. There may be some scope to vary or reduce these hours slightly.

Occasional working outside of normal school hours will be required and time off in lieu will be granted on these occasions. UTCN term dates largely follow the pattern of Norfolk schools.

## **Professional Appearance and Dress**

The principle of smart business dress for staff applies.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

## Job Description

|                                 |  |
|---------------------------------|--|
| <b>Job Title:</b>               | Behaviour Improvement Room Supervisor  |
| <b>Reports to:</b>              | The Pastoral Team  |
| <b>Grade:</b>                   | Scale 5: Points 22 to 25   |
| <b>Hours of Work:</b>           | 37 hours per week<br>Flexible with core hours as Monday to Thursday: 0800 to 1600 and<br>Friday: 0800 to 1530<br>Term time + 1 week                |
| <b>Overarching Job purpose:</b> | To manage the Behaviour Improvement Room: supporting students who are out of lessons to improve their behaviour and develop their personal skills. |

| <b>Specific Duties</b> |  |
|------------------------|--|
| 1                      | To ensure high standards of behaviour, learning and achievement in the Behaviour Improvement Room (BIR).   |
| 2                      | Ensure the smooth day to day running of the BIR including supervision and timely pick-ups of students.   |
| 3                      | To implement the school's Behaviour Policy at all times and model it for students.   |
| 4                      | To teach expected behaviours to support students with returning to class successfully and sustainably.   |
| 5                      | To work with Heads of Faculty to provide high quality resources to ensure students' learning in the Behaviour Improvement Room.  |
| 6                      | Keep efficient records in line with school procedures and produce written reports as required from time to time.   |
| 7                      | To provide daily and half termly reports on referrals to the Behaviour Improvement Room.   |
| 8                      | To communicate regularly with the Year Lead and contribute to the implementation of individual action plans and help monitor and assess progress targets set out for students who are repeatedly referred to the Behaviour Improvement Room. |
| 9                      | To offer active support for and supervision of students at lunchtime.  |
| 10                     | To assist Year Lead's to follow up behaviour incidents in the first instance, gathering information, resolving matters and notifying parents where appropriate   |
| 11                     | To deal with incidents, maintain good behaviour and provide support. This includes unstructured times of the day including before registration, break times, lunch times and after the end of the school day.                                |
| 12                     | To maintain the behaviour management monitoring of each student on SIMS and provide individual reports when requested. To track the progress of individual students and specific defined groups and to maintain up-to-date relevant records. |
| 13                     | To liaise with local authority personnel / external agencies and assist with the preparation of reports.   |
| 14                     | To contribute to the implementation and monitoring of behaviour management systems to ensure that effective learning can take place and barriers to learning are removed.  |
| 15                     | To support exam management including monitoring and collection of absent students.   |
| 16                     | To plan an exit strategy and monitor identified students following their return to classes from the exclusion room.  |

|                                 |  |
|---------------------------------|--|
| 17                              | To manage isolated students ensuring students complete their set work.   |
| 18                              | To attend TPR (Training, Promotional and Revision) days as required  |
| <b>General Responsibilities</b> |  |
| 21                              | To contribute to discussions on the future development of the BIR  |
| 22                              | To attend Staff Briefing at 0845 on Monday, Wednesday and Friday and Pastoral Meeting at 0830 on Thursday.   |
| 23                              | To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: <ul style="list-style-type: none"> <li>• Staff Code of Conduct</li> <li>• Equal Opportunities</li> <li>• Health, Safety &amp; Welfare</li> <li>• Child Protection</li> <li>• Data Protection</li> </ul> |
| 24                              | To undertake any other similar duties of this level as required by the Headteacher and Assistant Headteacher – Behaviour & Attitudes   |

**Person Specification: BIR Supervisor**

| Attributes                | Essential  | Desirable  |
|---------------------------|--|--|
| <b>Qualifications</b>     | Qualified to at least level 3  |  |
| <b>Experience</b>         | Use of IT to access and retrieve information   | <ul style="list-style-type: none"> <li>• Working with young people of secondary school age</li> <li>• Experience of working in a school environment</li> </ul> |
| <b>Skills</b>             | <ul style="list-style-type: none"> <li>• Strong administrator</li> <li>• Good working knowledge of IT</li> <li>• Managing conflict</li> </ul>  | <ul style="list-style-type: none"> <li>• Understanding of the school curriculum</li> </ul>   |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Calm</li> <li>• High expectations for young people</li> <li>• Optimistic and enthusiastic</li> <li>• Resilient</li> <li>• Professional</li> <li>• Organised</li> <li>• Team player</li> </ul> | <ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>  |
| <b>Other</b>              | <ul style="list-style-type: none"> <li>• Professional manner</li> <li>• High personal standards of literacy and numeracy</li> <li>• Determination to ensure that UTCN is the top provider of its type in the country</li> </ul>        | <ul style="list-style-type: none"> <li>• Enthusiasm to contribute to extra-curricular activities</li> </ul>  |

## **Further information**

The UTC Norfolk website is: [www.utcn.org.uk](http://www.utcn.org.uk)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact Alison Howes: PA to the Headteacher on 01603 580282 or via [alison.howes@utcn.org.uk](mailto:alison.howes@utcn.org.uk)

## **Visits to UTCN**

During the interview process, there will be ample opportunity to see the building and meet key staff, however, if you would like to visit UTCN prior to application, please contact Alison as above.

## **Application**

Please apply using the UTCN application form. This can be found at:

[www.utcn.org.uk/job-vacancies](http://www.utcn.org.uk/job-vacancies)

As part of the application, you will be asked to submit a supporting statement, this supporting statement should:

1. Explain why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading e.g.

## **Qualifications**

## **Experience**

*Please note that candidates who do not follow this guidance will not be shortlisted.*

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