



Saint Joseph's
CATHOLIC SCHOOL

Inclusion & Behaviour Co-ordinator

"Excellence for the sake of the Gospel"

HIGH ASPIRATIONS – HIGH EXPECTATIONS – HIGH STANDARDS

CANDIDATE INFORMATION



Welcome from the Headmaster

Dear Candidate,

Thank you for expressing interest in the position of Inclusion & Behaviour Co-ordinator at St Joseph's Catholic School.

St Joseph's is a secondary comprehensive school with approximately 600 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

We actively encourage and welcome visits to our school prior to application. Please contact Mrs K Snell, our HR Officer on ksn@sics.org.uk or 01722 335380.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr Matthew Higgins
Headmaster



Key Information

Post: **Inclusion & Behaviour Co-ordinator**
Salary Range: **Grade F**
Responsible To: **Pastoral Deputy Head**
Contract Type: **Permanent, 37.5 hours p/w (term time only)**

Dates

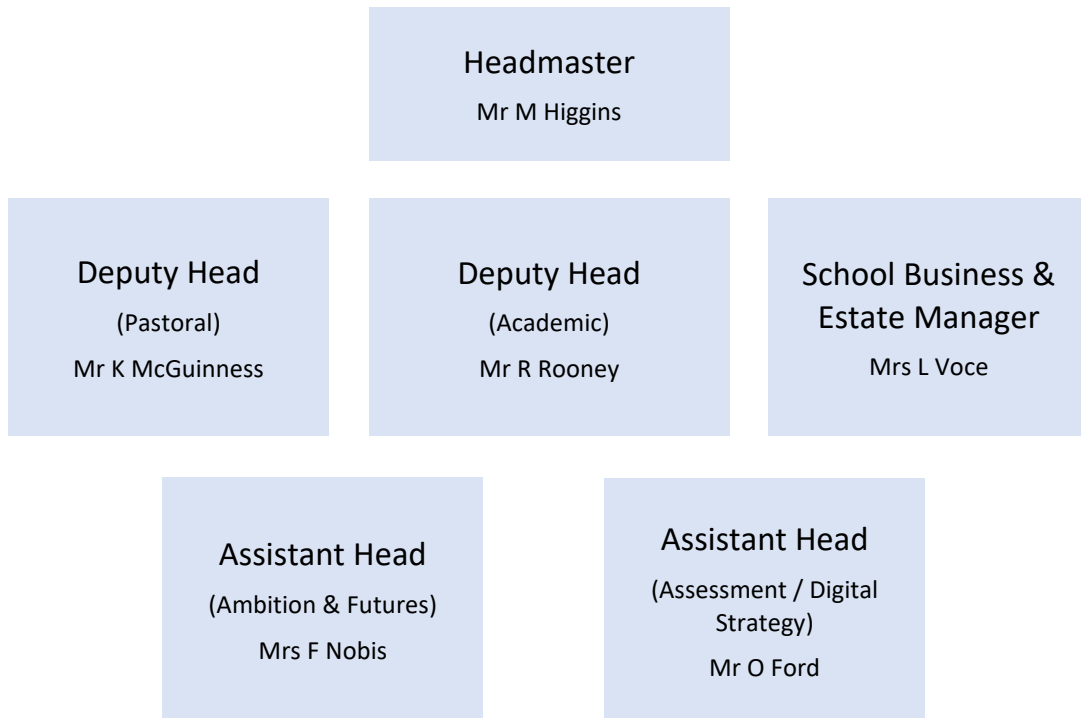
Application Deadline: **Thursday 9th January 2025, 12pm**
Interviews: **Wednesday 15th January 2025**
Start Date: **February 2025**

“Pupils feel welcome and included at St Joseph’s. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background.”

Ofsted 2024



Senior Leadership Team Structure



Main Duties for Inclusion & Behaviour Co-ordinator

Record and monitor behavioural referrals to the inclusion facility. Provide necessary support to pupils referred to this area and ensure that appropriate action is taken following referral.

- To manage the inclusion facility
- Enter behaviour and achievements of pupils onto appropriate databases or spreadsheets
- Store, update and maintain pupil profiles
- To support with pupil re-admittance meetings, entering feedback onto computerised records and feeding back to staff where appropriate
- Communicate with Pastoral Team, and as necessary with parents
- Attend pastoral meetings in order to exchange information on pupil behaviour etc
- Produce written and electronic communications that are legible, accurate and easily understood by others.
- Interview pupils and take statements appropriately of reported incidents
- Monitor pupils on report following the Schools Behaviour Policy
- Issue work for excluded pupils.

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job commensurate with the grade and job title.



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“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

Ofsted 2024

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“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

Former Teacher of English

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

Former Teacher of Maths



“Pupils spiritual and moral development are integral to all that the school does. Pupils show tolerance and respect to those from different faiths and cultures. They exemplify the school’s message that they are ‘all God’s children’.”

Ofsted 2024

Person Specification for Inclusion & Behaviour Co-ordinator

Criteria	Essential	Desirable	Identified By
Qualifications			
Good educational background including competence in English and Maths	✓		Application Form
First Aid qualification or willingness to obtain		✓	Application, Interview
Experience			
Experience of working with young people	✓		Application Form
Experience in a similar role / previous school experience		✓	Application Form
Knowledge & Skills			
Good practical and organisational skills	✓		Application, Interview
Ability to work under pressure	✓		Application, Interview
Competent in the use of technology, e.g. computers	✓		Application, Interview
Commitments			
Sympathetic to Catholic values	✓		Interview
Committed to safeguarding and promoting the welfare of children	✓		Interview
Commitment to health & safety	✓		Interview
Personal Qualities			
Good organisational skills	✓		Interview
Polite and cheerful when dealing with students and staff	✓		Interview
Flexibility to work as part of a small team, helping out where required	✓		Interview
Adaptable	✓		Interview

About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

St Joseph's has recently re-evaluated the academic focus of the school and is making strides in ensuring that the pupils' academic experience and outcomes are the best that they can be. Over the past two years GCSE outcomes have seen improvement year on year as a result of this renewed focus.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



Saint Joseph's
CATHOLIC SCHOOL

Thank you for your interest –
we look forward to hearing
from you soon.

St Joseph's Catholic School
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