



Queensbury
Academy

Co-operation • Aspiration • Respect • Endeavour

2023/24

APPLICATION PACK

Behaviour Admin Support

WELCOME

anthem

Dear Applicant,

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

Queensbury Academy is the school of choice in Dunstable as it has been oversubscribed for the past four years. It has a growing Sixth Form which has expanded by 25% in the past year thanks to the quality of teaching and the range of courses on offer. There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into better people.

This is an exciting time to be joining the academy and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's Local Governing Body. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email SCaswell@queensbury.anthemtrust.uk to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H Palmer'.

Mrs. H Palmer
Headteacher

Closing date: 5th July 2024 and interviews TBC

The school reserves the right to appoint before the application deadline.



Behaviour Admin Support

Starting – September 2024

Term time only | 37 hours per week, 8.30am - 4.30pm Mon - Thursday, 8.30am - 4.00pm Friday.

Salary FTE | £24,293. Actual Salary £21,050.

Queensbury Academy is a consistently oversubscribed, OFSTED rated 'good' comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem Trust which offers incredible support for every professional that works within it.

We are seeking to appoint a dynamic and enthusiastic individual to be a Behaviour Admin Support. To assist in the smooth running of the Academy under the guidance of the Office Manager. Providing support to the Office Manager, Headteacher and Senior Leadership Team. Performing a range of administrative duties, including those of a confidential nature.

As an Academy we offer all staff a:

- Climate for teaching and learning which is calm and engaging.
- CPD and collaborative practice that is full of innovation.
- Focus on staff wellbeing that ensures you enjoy your job and being part of a team.
- Amazing students that will make you proud to be part of the Queensbury family.

An application information pack can be found on the website: www.queensburyacademy.com or contact Mrs S Caswell, Business Support Assistant at the Academy on 01582 601241 or at SCaswell@queensbury.anthemtrust.uk

Closing date 5th July 2024 and interviews TBC

The school reserves the right to appoint before the application deadline.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS). CVs will not be accepted for any posts.





Title – Behaviour Admin Support
Reports to - Office Manager/DHT with Responsibility for Behaviour
Grade – CBC Level 3D Pts 7-11
37 Hours per week, term time only
Job Purpose
To be responsible for the provision of effective administration associated with behaviour management within the Academy. To be responsible for ensuring reports produced are accurate and timely and that support for behaviour daily is dealt with appropriately with confidentiality maintained.
Main Responsibilities
Late gate – West Reception until 9am, then update detention system with late detentions.
Support with daily attendance phone calls
Inform 'On Call' names students who have not attended ALP. If known give 'On Call' the location of the student and ask for the student to be taken to the ALP. Liaise with the ALP Manager.
Inform On call staff of incidents via radio and where they need to attend.
Update the 'on call actions spreadsheet' daily using information from the 'on call' clipboard
If 'On Call' is not responding escalate to Heads of Year or Senior Heads of Key Stage.
Update behaviour monitoring [On Call] spreadsheet throughout the day and ensure it is update by the end of the day.
To cover the Alternative Learning Provision Managers lunchbreak daily and absences when required.
Manage administration process for student mobile phones when confiscated
Ensure staff 'On Call' have the clipboard and radio and that 'On Call' staff know where they need to be
Ensure the daily restorative conversations spreadsheet is up to date and ley DHT know if the conversations have not taken place. Monitor those that do not attend and remind staff of the need for the restorative conversations.



Daily Detentions

Email All Staff at 14:30 including -

- D30/60/60+ detention list (data from detention system)

Email SENDCo regarding SEN detentions for the day.

Put lists up in notice boards of necessary and remove by 15:30

Go to detention hall by 14:50 each day to take register using detention system.

Allocate Stop watches to D30 staff on duty.

Give reflection sheets to students in detention

To produce ALP detention list and send to HoYs – Hoys to confirm any extenuating circumstances.

Weekly by Monday

Ensure behaviour and achievements booklet is up to date in order for the DHT to display at the SLT meeting.

Produce weekly behaviour and achievements report booklet

To provide first aid to students and staff when required (Training will be provided)

To provide support when needed for the whole admin team such as filing and archiving.

To be discreet and confidential and ensure that all documentation is treated appropriately

To undertake tasks of a similar nature and level as directed by the Office Manager /Business Manager or DHT responsible for Behaviour

Half Termly

Produce the half termly behaviour booklet prior to the first Monday ready for the Academy SLT meeting

Knowledge and SkillsEssential

Minimum 2 years' experience of an administration role.

GCSE English and Maths

Excellent communications skills, oral and written.

Excellent IT skills, including Excel to an intermediate level.

Desirable

Experience of data analysis

Level 3 equivalent relevant qualifications

Knowledge of data protection legislation

2 years+ experience in a school setting



Queensbury Academy is proud to be part of



Today, Anthem serves over 8,000 children and young people in 16 schools across the East Midlands, London and Thames Valley.

As a multi-academy trust (or MAT), Anthem is first and foremost a school improvement organisation, responsible for ensuring that the public money we receive to run our 11 primary schools and five secondary schools is used to drive the best possible outcomes for the children and young people under their care.

Our work falls into three broad areas of activity: school improvement, governance and operations. Within and between each of these areas, colleagues employed at national level as part of Trust-wide teams, and at local level in our schools work together to secure the highest possible standards in all aspects of school life.

To find out more please visit their website:

www.anthemtrust.uk

Follow the Trust on Twitter:

[@AnthemTrust](https://twitter.com/AnthemTrust)

