



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Behaviour and Inclusion Officer Recruitment Pack



WELCOME FROM OUR PRINCIPAL



Dear Applicant,

I am excited to introduce myself as the Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

Thank you for your interest in the **Behaviour and Inclusion Officer** role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of The Grange Academy. In this role, you will play an essential part in supporting our students’ day-to-day-function, academic development, and personal growth. You will work closely with Heads of Year and the Senior Leadership team to ensure high standards of behaviour and conduct, promote and enforce safeguarding practices, and support students’ social, emotional, and behavioural needs in and out of the classroom.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of our academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and qualities we are looking for, we strongly encourage you to apply. We look forward to meeting you and learning more about how you can contribute to our vision.

If you would like to discuss the role in more detail, please do not hesitate to contact **Emma Stevens, HR Officer**, at e.stevens@thegrange.futureacademies.org.

Thank you for your interest, and we look forward to receiving your application.

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Aziza Ajak

Associate Principal – The Grange Academy



JOB DESCRIPTION

JOB TITLE:	Behaviour and Inclusions Officer
LINE MANAGER:	Aziza Ajak, Associate Principal
HOURS:	Full time
SALARY:	Support Staff Pay Scale 6 NJCH18-NJCH22 (£30,559 – £32,654)
PLACE OF WORK:	The Grange Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
HOLIDAY ENTITLEMENT:	Support staff – this is a term time role; therefore, your holiday entitlement and pay is incorporated into your salary.
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform.• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Partnership with YellowNest -Salary sacrifice childcare.
For further information regarding our staff benefits, please visit our website .	
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

MAIN RESPONSIBILITIES AND TASKS

- To work with students and teachers to ensure the highest standards of behaviour in lessons, internal exclusion, and parking.
- Work with students proactively through interventions, addressing social, emotional, and behavioural needs.
- To work closely with the safeguarding and SEND teams to provide support to vulnerable students which could include home visits.
- To respond to on-call requests in a timely manner and employ highly effective techniques to resolve on-call matters.
- To collect statements and fully investigate behaviour issues or conflict when it arises.
- To support key staff in identified lessons for short periods of time.
- To drop-in to lessons around the school ensuring a visible presence is maintained, including during transitions.
- To contact the parents/carers of key students throughout the course of the day as directed by Heads of Year.
- To support the running of detention daily.
- To provide 1-1 mentoring to key students to improve behaviour and conduct.
- To attend re-integration meetings as requested by Heads of Year/Senior Leadership Team and support the student in identified lessons as they return to school.
- To meet parents/carers who arrive at school with an immediate problem/issue
- To check the Internal Exclusion/Parking room daily ensuring there is ample equipment, and that the room is well-maintained.
- To conduct impactful interventions with any student sent to Internal Exclusion for racism, homophobia, sexism, or any other discriminatory behaviour.
- Set clear expectations and boundaries for students in internal exclusion and parking.
- To take part in the school's CPD programme by participating in arrangements for further training and professional development.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, etc.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • 5 A*-C GCSE's (or equivalent) including Maths and English. • Safeguarding training Level 3 or above. • To have a detailed understanding of safeguarding procedures. • Experience of implementing a range of interventions to support students with evidence of success 	<ul style="list-style-type: none"> • Evidence of continuing training and professional development. • First-Aid training. • School experience
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent interpersonal skills • Excellent organisational skills, with attention-to-detail and time management • Able to be flexible and adaptable • Positive attitude towards proactivity, and an ability to motivate 	<ul style="list-style-type: none"> •
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental, and low stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website.
[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **14th June 5pm**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

