



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

## Behaviour Inclusion Support Worker



Crown Hills Community College  
Gwendolen Road, Leicester LE5 5FT  
Tel: 0116 273 6893  
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crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The School now seeks to appoint a motivated member of staff to join the inclusion team, the successful candidate will join a high-performing Pastoral Team. We believe in simple rules and expectations and that is why we expect children to respond 'first time, every time' – this role will support to strengthen this culture.

The successful candidate will:

- Work with the pastoral team to support challenging behavioural, learning difficulties and foster the participation of students in the social and academic aspects of college life.
- Primarily be involved with running either a behaviour support base for on calls, or an internal seclusion room or a combination of the two.
- Be involved in various duties throughout the day including gate and lunch duties. They will work alongside the other members of the team that will include Assistant Head of Years, Heads of Year and Inclusion Support Workers.

This is a fantastic career opportunity for a highly motivated professional to join a school on an exciting journey. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past few years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.

I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that **ASPIRATION**, **COMMITMENT** and **SUCCESS** are the three key drivers that will support the development of our pupils.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 27th April 2026. Please include your cover letter in the supporting statement section.

Interviews likely to be Friday 1st May.

I look forward to meeting you and receiving your application.

*Yours sincerely,*

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam  
(Principal)

# JOB DESCRIPTION

Job Title: Behaviour Inclusion Support Worker	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 5, Point 11 – 14
Reports to: Assistant Head of Year; Assistant Principal - Behaviour.	Salary: £24,352.09 - £26,416.20 (actual) £28,598 - £31,022 (FTE)	
Term: 8:06am – 4.00pm with a 30 minute unpaid lunch daily. 37 hours per week, term time only plus 3 Teacher Days		

## PURPOSE

- To support the pastoral team and system in the school. Leading on ensuring relationships between learners and staff reflect a positive and respectful culture. Ensuring students at Crown Hills feel safe and do not experience bullying or discrimination.
- Lead on ensuring students show commitment to their learning and this will be displayed through high achievement, attendance and punctuality records and in turn reduce disruption to learning.
- Play a pivotal role in insisting the high expectations for students' behaviour and conduct at all times and that these expectations are applied fairly and consistently, in line with college policies.
- To lead internal rooms that create the correct environment to allow students to continue to learn, reflect on their behaviour and amend their attitudes to learning. These will include predominately students that have been removed from normal circulation due to behavioural issues.

## CORE DUTIES AND RESPONSIBILITIES

- To work with the Pastoral team to support and lead in creating a safe, calm, orderly and positive environment in the school.
- Support, create and implement clear routines and expectations for behaviour across all aspects of school life creating classrooms to be environments where students can learn and to oversee behaviour, attendance and welfare issues.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- Ensure consistency in the use of policies and procedures and holding staff accountable and challenging any variations in practice.
- Supporting and creating a culture where all staff know and care about pupils and in particular taking a lead on a specific year group and matters related to this group of students.
- To support the agreed college system of rewards and recognition of student progress / achievement and to be part of an annual review of this.
- To monitor the 'my commitment' scores of the year group and take appropriate actions to celebrate and intervene.
- To support morning punctuality procedures to ensure learners are here on time ready to learn.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour are high.
- Develop strong links with home and support organisation of parental consultation evenings, revision sessions, options evenings and other matters.
- Be actively involved in reducing behavioural issues and promoting a respectful college environment through the strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the day – where possible.
- Promoting good manners, respect and courtesy towards one another in the school and having pride for themselves and the school.
- Regularly monitoring behaviour data including on calls and exclusions and actively work to reducing these through resolutions with staff and students and making tailored plans to support students and staff and supporting in decision making re: sanctions.
- Involvement in relevant meetings with parents and professionals.
- Ensure students are involved with student voice, promote anti bullying, and other related matters.
- To manage communication home to parents regarding student achievement including concerns and recognition of outstanding progress.
- To actively use Bromcom to update attendance codes and ensure incidents and actions are logged.
- To assist with administrative tasks e.g. maintaining accurate records.
- To manage and administer the Behaviour for Learning system in relation to students, ensuring students attend detentions and follow up if they do not.
- To take up duties related to on call, gate duties and staffing of the behaviour support base.
- To work as part of the Pastoral team, sharing duties and information as appropriate.
- Where appropriate, home visits to students to ensure their wellbeing.
- On call room – will involve the monitoring and logging of on calls and reporting of this to parents and guardians. Supporting in after school detentions.
- Seclusion room – will involve provision of suitable work for the students, monitoring and logging of seclusions. Coordinating seclusion and supervision of students therein.
- Alternative provision – will involve the provision of suitable work, monitoring and logging of students. It will also involve the day to day administration and work related to Edlounge.
- Coordinating alternative provision and supervision of students and their overall wellbeing.

### QUALITY ASSURANCE AND STANDARDS

- To set be a positive role model to other staff through the modelling of professional attitudes and behaviours and in terms of dress, punctuality and attendance.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- To implement and promote Leicester City Council and the school's policies and procedures relating to all areas of employment and service delivery.
- Sustain own motivation and that of other staff.
- Be a professional advocate for the school in all contexts and ensuring emails, phone calls and other matters are responded by the team in a timely manner.

### ACCOUNTABILITY

- Be accountable for the pastoral and academic performance of students and in particular the successful running of one area of the inclusion department (on call, seclusion, alternative provision).

### SAFEGUARDING AND HEALTH AND SAFETY

- All staff have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any acts or omissions.

### ADDITIONAL DUTIES

- To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff reviews process and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Principal and leadership team.

## PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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### TRAINING & EDUCATION

1	Evidence of a sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 basic literacy/numeracy)	E	✓	
2	ICT skills sufficient to perform the role with regard to use of Bromcom, software packages related to presentation of information to staff and students.	E	✓	
3	Team taught trained or willingness to attend training.	D	✓	
4	A level qualification in relevant subjects or equivalent ability/ experience.	D	✓	
5	A relevant higher education qualification.	D	✓	
6	Relevant professional qualification or other accreditation.	D	✓	✓

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task
<b>EXPERIENCE &amp; SKILLS</b>				
7	Ability to deal sensitivity with vulnerable students and their families.	E	✓	✓
8	Sound understanding of confidentiality issues.	E	✓	✓
9	Experience of working effectively with children and young people in a learning environment.	E	✓	✓
10	Awareness of child protection issues.	E	✓	✓
11	Reliable with regard to all aspects working practice.	E	✓	✓
12	Ability to remain patient and calm in challenging situations.	E		✓
13	Ability to work effectively within a team environment, understanding roles and responsibilities.	E	✓	✓
14	Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students.	E		✓
15	Ability to promote a positive ethos and role model positive attributes.	E		✓
16	Willingness to participate in relevant training and development opportunities.	E	✓	
17	Professionally discreet and able to respect confidentiality.	E	✓	✓
18	Firm, sensitive and effective approach towards student discipline.	E	✓	✓

16	Confident and able to use own initiative.	E	✓	✓
17	Willing and able to keep up-to-date with legislation/guidelines/new/best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role.	E	✓	✓
18	Experience of working to support young people's learning.	D	✓	✓
18	Positive problem solving attitude.	D		✓

## OTHER CONDITIONS

19	Set a good example in terms of dress, punctuality and attendance.	E		✓
20	Must satisfy relevant pre-employment checks.	E	✓	✓
21	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	✓

## EQUAL OPPORTUNITIES

22	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E		✓
23	Willing and able to deal with people professionally at all levels and from a variety of backgrounds.	E		✓