



ASPIRING TO EXCELLENCE TOGETHER



FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

www.foresthill.lewisham.sch.uk

Inclusion Support Assistant – Behaviour/Guidance/Support

Start Date: ASAP

Salary Range: Scale 4, point 8 - 10 (£29,859 – £30,771) pro rata

Actual salary approximately £25,795- £26,583

Term Time only (39 weeks), 35 hours per week

Monday – Friday, 8.00am to 4.00pm (one-hour unpaid lunch break)

“...This combination of academic achievement, strong pastoral care and wider personal development means that pupils are well prepared for the next steps in their education or training.”

Ofsted Report, January 2024

Forest Hill School is a thriving and aspirational comprehensive school in south-east London, rated ‘Good’ by Ofsted in January 2024. We provide high-quality education to boys aged 11-18 and we are a community that is wholly reflective of this district of London, teaching pupils from all backgrounds and of all abilities. We also have a highly successful joint Sixth Form provision with Sydenham School for male and female students.

A broad and comprehensive curriculum is taught in modern facilities by dedicated teaching staff who are passionate about their subjects and are experts in educating and inspiring pupils to achieve excellence.

We are seeking to appoint a highly motivated and experienced Inclusion Support Assistant, to promote the school’s behaviour and relationship policy, through the school’s core values. The post holder will work under the direction of the Behaviour Manager to support the SLT, Faculty Leaders and the Heads of Years with ensuring high standards of behaviour around the school at all times, so that the best possible standards of teaching and learning are achieved.

We would like to hear from you if you:

- Have experience in working in a school and have knowledge of Bromcom and data management
- Have experience of making referrals to outside agencies and implementing pastoral support plans
- Are a natural when it comes to customer care, articulate, good with people and always happy to help

- Can work independently but contribute to a strong team ethos
- Are able to work flexibly, solve problems and be proactive
- Have excellent interpersonal and communication skills
- Are able to promote positive attitudes towards education to students and families

You will be required to:

- To take a leading role in the use of and recording of behaviour data using school systems (Bromcom) to ensure that incidents and behaviour are logged in a timely and effective manner
- Using data implement school behaviour management plans/ Pastoral Support Plans for students with challenging behaviour or other barriers to learning
- To be one of team who manage the day to day operation of the reflection room, referral, school detention and on call facilities within the school
- To organise the way in which the school draws on behaviour support from a range of appropriate outside agencies, seeking advice and assistance to support our most vulnerable pupils

What we can offer you:

- A highly supportive Headteacher and Senior Leadership Team
- Opportunities to make a significant contribution to our ongoing improvements
- Opportunities to further your professional development

"...The school makes sure that staff have access to high-quality training and development. This includes teachers new to the profession, who are very well supported."

Ofsted Report, January 2024

Please visit our website at <https://foresthill.lewisham.sch.uk/> to make direct online applications, which must be returned to vacancies@foresthillschool.co.uk

Note: we do not accept CVs and all applications must be submitted on the Lewisham Teachers Application Form which is available on the School Website.

Informal visits are welcome and should be arranged with Lilly Gayle, HR Administrator – please contact the school on 020 8699 9343 or via email at lilly.gayle@foresthillschool.co.uk.

Closing date for applications is **12 noon Monday 7th October 2024** with interviews scheduled for Friday 19th April 2024. Please note that only shortlisted candidates will be notified and that the interview process will include lesson observation.

Safeguarding Statement

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced CRB Disclosure.

Equal Opportunities Statement

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.