



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

Behaviour Manager

Permanent / Full Time contract

Start Date: 7th January 2025

Salary Range: Scale PO1, point 29 – 31 (£41,286 – £42,855) pro rata

Actual salary approximately £35,667 - £37,022 (pay aware pending)

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 School Behaviour Officer, to oversee and promote the school’s behaviour and relationship policy, through the school’s core values. The post holder will be responsible with the SLT, Faculty Leaders and the Heads of Years for ensuring high standards of behaviour around the school at all times, so that the best possible standards of teaching and learning are achieved.

Main Responsibilities:

- To take a leading role in the use of and recording of behaviour data using the school MIS (Bromcom) to ensure that incidents and behaviour are logged in a timely and effective manner

- Oversee and implement school behaviour management plans/ Pastoral Support Plans for pupils with challenging behaviour
- Manage and oversee the whole school behaviour points system, putting in place effective and timely interventions for students reaching set thresholds
- To oversee and manage the day to day operation of the reflection room/ referral / on call facilities within the school
- To organise and deliver ongoing and comprehensive training to support all School staff to establish common strategies for behaviour management

This role would suit someone who

- Have experience in working in a school and have excellent knowledge of SIMs 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 pupils and families

As a School Behaviour Officer, you will be working under the direction of the Inclusion Manager, Teachers, Tutors, Mentors, SENCO, LEA representatives, external agencies and parents

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 7th November** with interviews scheduled for the following week. 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 DBS 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.