



BEHAVIOUR OFFICER

THE ATHELSTAN TRUST



SIR WILLIAM ROMNEY'S
T: 01666 502378
admin@swr.gloucs.sch.uk
www.swr.gloucs.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625

Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

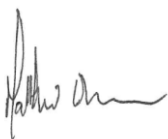
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans

Chief Executive Officer

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Striving for Excellence Together

Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme



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Dear Candidate,

Thank you for taking an interest in the Behaviour Officer role at Sir William Romney's School. I am immensely proud to be the Headteacher of this wonderful school as we embark on an exciting vision of becoming a beacon of excellence in Gloucestershire and beyond.

Our purpose of "Striving for Excellence Together" drives everything we do. We are ambitious for every member of our school community including both students and staff to achieve their excellence, which to us means fulfilling their potential and achieving more than they ever thought possible. We believe excellence comes from having a culture where students and staff feel safe, valued and have a sense of belonging. We encourage all to have the courage to take risks and embrace opportunities to grow their character. We are committed to ensuring students leave our school with the academic outcomes, knowledge, skills and confidence to access the best universities, apprenticeships and training opportunities.

We are a welcoming, caring and supportive working environment where staff enjoy their work, develop their pedagogical practice and feel pride in being a member of our school. We take the well-being of our staff seriously and ensure we have a behaviour policy that supports staff to run their classroom. We have a highly visible and supportive SLT, centralised detentions and whole class feedback policy. We invest in our staff's CPD and are currently developing an SWR lesson that is based on Rosenshine and Teach like a Champion principles.

We are proud to be a member of the Athelstan Trust since April 2020. The Athelstan Trust's core values of 'care, collaboration and excellence' are at the heart of our approach towards leadership and care for students and staff. The Athelstan Trust is committed to raising educational standards for all children in their schools and developing the talents and skills of all staff. By being member of the Athelstan Trust, the Sir William Romney's School has also benefitted in significant investment in our infrastructure and supported us in the process of bidding for a new 3G sports facility.

The successful candidate for this position will be joining us at an exciting time for Sir William Romney's School as we embark on our vision to be a beacon of excellence in Gloucestershire and beyond. You will play a part in forming, evolving and developing our strategy which includes improving the attainment and progress of all our students whilst narrowing the gap in achievement for our disadvantaged and SEND students.

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Sir William Romney's is committed to safeguarding and promoting the welfare of our young people and therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Please read the relevant sections on our website, the job description and contact my Personal Assistant, Daisy Alban-Jones, if you would like to discuss the role further or visit our school. I would be delighted to either meet and/or discuss the position on the telephone. As a flexible working school, I am also happy to discuss flexible working opportunities with prospective candidates either before or after interview.

I look forward to hearing from you.

Yours faithfully

Will Ruscoe
Headteacher



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SWR Behaviour Officer

Job Description

Contract: Permanent, part-time (35 hours per week, term time plus inset days)

Salary: NJC SCP 17-20 (actual salary - £25,128 - £26,403 per annum)

Start Date: 1st September 2026

MAIN DUTIES AND RESPONSIBILITIES:

- Managing the day-to-day running of the Reset Room, in accordance with the school procedures and protocols
- Working with students 1:1 or in groups to address behaviour issues, providing mediation, and restorative meetings as required
- Maintaining the quality of the physical environment of the Reset Room by regularly dealing with and checking student work areas for signs of damage/graffiti and immediately reporting any such occurrences
- Managing the supervision, care and safety of students within the Reset Room
- Management and deployment of Reset Room resources, including maintaining banks of materials for student work
- Maintaining records of students referred to the Reset Room
- Liaising with Heads of Year and SLT to manage the allocation of places in the Reset Room
- Ensuring school policy is followed and implemented in the Reset Room, referring students who fail to abide by the rules of the Reset Room.
- Completing incident reports/entries in behaviour logs as appropriate
- Keeping line manager informed of any issues relating to the Reset Room which may need addressing
- Ensuring the smooth running and general care and upkeep of the Reset Room
- Creating weekly and termly Reset Room/Behaviour data as directed by Assistant Headteacher
- Liaising with parents/carers and other stakeholders in connection with Behaviour issues
- Attending behaviour meetings with parents/carers and other stakeholders
- Being responsible for the management of Behaviour Reports
- Managing Behaviour administration – Readmission paperwork/BSPs/PSPs/liaison and referrals to Alternative Provision
- Investigating behaviour incidents.

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QUALIFICATIONS / EXPERIENCE:

- Maintain an up-to-date, detailed knowledge of strategies for managing the behaviour of challenging students
- Maintain an awareness and understanding of the overall school vision and improvement priorities and any Government/DFE initiatives relevant to inclusion/exclusions
- Maintain an up-to-date knowledge and awareness of school policies and procedures.

SUPERVISION:

To support you in fulfilling your role, you will receive:

- Guidance, direction and support from the Assistant Head
- Line management from the Assistant Head (Behaviour and Attitudes)
- Access to and support for quality continuing professional development
- An annual Performance Management Review.



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