



Queensbury Academy

Application Pack Behaviour Officer



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www.queensburyacademy.com

anthem



Dear Applicant,

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into better people.

This is an exciting time to be joining the academy, and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the Academy Community Council. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email SCaswell@queensbury.anthemtrust.uk to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,

A handwritten signature in blue ink that reads "Helen Palmer".

Helen Palmer
Headteacher

Closing date: **1st February 2026** and interviews to be held on **TBC**

Behaviour Officer- ASAP

CBC Level 4A NJC Points 11-15 to start asap

Salary: £28,141 - £30,024 (full time equivalent)

Actual Salary- £24,501 actual salary

37 hours per week, term time only, plus training days. Monday- Thursday 8.30- 4.30, Friday 8.30 – 4.00, with half an hour unpaid lunch break.

Queensbury Academy is situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem Trust which offers incredible support for every professional that works within it.

An exciting opportunity has occurred within our pastoral support team as a Behaviour Officer. We are looking for someone who loves working with children and is aligned with our CARE values- Cooperation, Aspiration, Respect and Endeavor.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging
- CPD and collaborative practice that is full of innovation
- focus on staff wellbeing that ensures you enjoy your job and being part of a team
- amazing students that will make you proud to be part of the Queensbury family

An application information pack can be obtained from the Academy website: [Welcome to Queensbury Academy](#) or contact Mrs S Caswell, Hr Admin at the Academy on 01582 601241 or at scaswell@queensbury.anthemtrust.uk

Closing date: **1st February 2026** and interviews to be held- TBC

The school reserve the right to appoint before the application deadline

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

CVs will not be accepted for any posts based in the Academy.



JOB DESCRIPTION – Behaviour Officer

Responsible to: Assistant Head teacher Behaviour and Attendance, Deputy Headteacher, Behaviour and Culture

Purpose: Working with Senior Staff, Heads of Year, teachers, and tutors to support students who need to access their learning in the Reflection Room as a result of behaviour and emotional concerns in school

Main Duties and Responsibilities:

- Manage the daily operations of the Reflection Room
- Manage the booking process of the Reflection Room and share Attendance details with staff
- Maintain high standards of student behaviour in the Reflection Room
- Liaise with Heads of Department to create and maintain a bank of student work
- Work closely with the Senior Leadership Team, SENCO, Heads of Year and Senior Heads of Key Stage to support students who have been unable to meet the school's expectations in relation to behaviour and attitude.
- Establish positive relationships with students who are experiencing barriers to meeting school expectations in relation to behaviour.
- Support Senior staff and HOYs to investigate issues of concern regarding behaviour or emotional well-being when necessary
- Work with staff across the school to ensure Reflection Room learners have access to aspirational academic work and achieve best possible outcomes when in the Reflection Room
- Support students to access all learning platforms to support self-improvement with regards to academic and personal success when in the Reflection Room
- Promote the inclusion and acceptance of children with special needs within the Academy by identifying and removing barriers to success, liaising with other staff as necessary
- Assist in planning appropriate reintegration programmes for students on return to school from suspension in conjunction with key pastoral staff
- To establish and maintain positive relationships with parents/carers.
- To record any interactions with students and parents on Bromcom and/or CPOMS
- Produce behaviour data for use by the Senior Team
- Manage arrangements for the Detention system, Lates to school and mobile phone confiscations
- Manage arrangements for the On call support system
- Manage and supervise external students on day 6 suspension provision, liaising with key staff and host school/parents as appropriate.
- To provide first aid to students and staff when needed on a rota basis.
- Practise and promote fair and equal treatment of staff and students throughout the course of performing all duties within the job description.
- Attend relevant INSET, induction and professional training
- Undertake duties of a similar level and responsibility as may be required from time to time



Person specification: Behaviour Officer

Qualifications and training Evidenced through: Application	Essential	Desirable
Educated to GCSE level with English and Maths at A* - C / 4-9 or equivalent	✓	
Additional qualifications or specialist experience in SEN relating to student need (ideally Level 3)		✓
Training in behavioural management, literacy or relevant experience	✓	
Mental Health First Aid qualification		✓
Relevant, up to date safeguarding training		✓
Evidence of continued professional development	✓	
Experience of delivering counselling or therapeutic approaches		✓
Team Teach or other Positive handling qualification/training		✓

Experience/employment record Evidenced through: Application/Interview/References	Essential	Desirable
Previous experience of working with older children and young people in a formal setting		✓
Experience supporting with young people with SEND in a classroom setting		✓
Experience of supporting individual with identified Mental Health needs on a 1:1 basis		✓
Experience of supervising small groups of pupils	✓	
Experience of delivering small group or 1:1 intervention		✓
Experience of actively supporting young people aged 11-18	✓	
Experience in a secondary school classroom support role		✓
Responsibility of a particular area within a support environment	✓	
Experiencing of solely staffing a class support room/area	✓	
Experience of working with parents and outside agencies	✓	
Experience of working collaboratively with other school staff to improve student outcomes	✓	

Significant working experience of safeguarding in a school environment and actioning appropriate responses		✓
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Skills and abilities Evidenced through: Application/Interview/References	Essential	Desirable
The ability to converse at ease with key stakeholders and put in place plans to support presenting situation	✓	
Passionate about working with young people who experience barriers to success	✓	
Strong relationships with young people that support high standards of behaviour	✓	
Able to tackle new subjects and sometimes challenging situations	✓	
Ability to meet the physical and emotional needs of pupils	✓	
Understanding of young people's emotional and educational needs	✓	
Ability to work collaboratively with teachers and other staff	✓	
Ability to effectively support and work with parents and carers	✓	
Ability to work with autonomy within set boundaries	✓	
Good interpersonal skills with ability to communicate effectively with young people and adults	✓	
Good written communication skills	✓	
Good organisational and time management skills	✓	
Computer literate, ability to use ICT for recording, monitoring and reporting	✓	
Knowledge of behaviour management strategies	✓	
Willingness to undertake First Aid training	✓	
Current first aid certificate		✓
Experience of Microsoft Office Application	✓	
Experience of MIS Systems		✓

Personal qualities Evidenced through: Application/Interview/References	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Willingness to undertake further training	✓	
Willingness to be flexible	✓	
Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.	✓	
Willingness to work hard.	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	✓	
Awareness of and commitment to equal opportunities and valuing diversity.	✓	
To command and demand respect from the school community.	✓	
A commitment to "personalising learning" for all students in the Academy.	✓	
Creativity and enthusiasm to promote a positive school image to the local and national community.	✓	
Team Player.	✓	
Sense of humour.	✓	
Ability to work to own initiative.	✓	
Commitment to equality principles	✓	