



St Augustine's Catholic College

Together we're stronger

Candidate Information Pack

Behaviour Officer

Supporting positive learning behaviours and a calm, purposeful climate for learning

Headteacher: Aidan Dowle

Wingfield Road, Trowbridge, Wiltshire, BA14 9EN

www.st-augustines.wilts.sch.uk

May 2026

Ad Maiorem Dei Gloriam



Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King'. We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

Our recent Catholic School Inspection judged us to be **'Outstanding'** in every category, describing us as a **'safe, happy and authentic Catholic school' (April 2026)**.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment:

"The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does."

For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Creating a calm, purposeful and respectful learning environment is central to all of this. The successful candidate for the role of Behaviour Officer will play a vital part in supporting our behaviour culture — helping students to make positive choices, develop self-discipline, and re-engage with their learning when things become difficult.

Developing the capacity of leadership throughout the College at all levels is at the heart of how we seek to unlock the potential in everyone. We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle

Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at hr@st-augustines.wilts.sch.uk.



Mission Statement

This statement combines the reflections of staff and students (2024/25).

"At St Augustine's we aim to deliver a high-quality education that inspires students and staff to explore their unique gifts, realise their full potential, and contribute meaningfully to an ever-changing world.

As a Catholic Lasallian College, we are dedicated to creating a safe, welcoming and inclusive community where every individual's dignity is respected, valued, and supported.

Guided by our faith and rooted in Gospel values, we believe that 'Together, we are Stronger.'

"To touch the hearts of your students is the greatest miracle you can perform"

— St John Baptist De La Salle





Safeguarding Statement

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers, visitors and anyone working on behalf of the College to share this commitment.

We recognise that the welfare of the child is paramount. All children and young people have the right to grow up in a safe, caring and supportive environment, and to be protected from harm, abuse, neglect and exploitation, including online harm. Safeguarding includes providing help and support as soon as problems emerge, protecting children from maltreatment, preventing impairment of children's mental and physical health or development, and taking action to enable all children to have the best outcomes.

As a Catholic Lasallian College, we are committed to recognising and protecting the dignity of every child. We seek to create a culture where students feel safe, valued, listened to and respected, and where adults act swiftly and appropriately when concerns arise. We work in partnership with children, parents and carers, the local authority and other agencies to promote children's welfare and ensure that concerns are responded to effectively.

The College's safeguarding arrangements apply to **all** staff employed by the College and any associated organisation, volunteers, governors, contractors and anyone working on behalf of St Augustine's Catholic College. All staff receive appropriate safeguarding training and are expected to understand their responsibilities in line with statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children.

We will safeguard and promote the welfare of children and young people by valuing them, listening to them and respecting them; involving them appropriately in decisions that affect them; ensuring staff and volunteers understand and follow the College's safeguarding and child protection procedures; sharing information with relevant agencies where necessary; and working with parents and carers appropriately in the best interests of the child.

St Augustine's Catholic College is committed to safer recruitment. All appointments are made subject to satisfactory pre-employment checks. The College will scrutinise application forms, explore gaps or inconsistencies in employment history, seek appropriate references, and raise any safeguarding-related concerns with candidates as part of the recruitment process.

Where a role involves regulated activity with children, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. In line with Keeping Children Safe in Education, shortlisted candidates may be subject to online searches as part of the College's due diligence checks.

The College has clear procedures for managing safeguarding concerns, allegations against adults, low-level concerns and whistleblowing. All staff and volunteers are expected to follow the Staff Code of Conduct and to report concerns promptly through the College's safeguarding systems and procedures.



About the Role

We are seeking a calm, confident and resilient Behaviour Officer (21 hours per week) to join St Augustine's Catholic College and play a key role in supporting our positive behaviour culture. As a Behaviour Officer, you will be an essential part of our community, fostering a safe and supportive atmosphere for both students and staff.

This is a varied and rewarding role at the heart of the College's pastoral and behaviour work. You will support the implementation of the behaviour policy, oversee the Don Bosco Room, and work closely with Heads of Year, Senior Leaders and the wider Emmaus Team to support students in developing positive learning behaviours.

The Don Bosco Room is a calm, purposeful space where students can be supported to de-escalate, reflect on their choices, and take part in restorative conversations with staff. As Behaviour Officer, you will manage this space day-to-day — creating an environment in which students feel respected and where work continues even when they are not in their normal lessons.

Beyond the Don Bosco, you will work alongside colleagues to track and analyse behaviour, manage detentions and associated administration, support the investigation of more serious incidents (including reviewing CCTV), and mentor students who need additional help to develop positive learning behaviours. You will also manage the MDSA Team, ensuring that lunchtimes are calm, safe and well-supervised.

The successful candidate will be a strong communicator with excellent interpersonal skills, able to build positive relationships with students, parents/carers and colleagues. You will be empathetic and patient, but also confident in upholding high expectations and applying the behaviour policy consistently and fairly. You will contribute significantly to shaping our school's culture and ensuring that every student feels valued and respected.

If you are enthusiastic about helping young people make positive choices and thrive in their learning, we would love to hear from you.



Job Description

St Augustine's Catholic College 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 requires a satisfactory enhanced DBS disclosure.

Job Title:	Behaviour Officer
Reports to:	Assistant Head Teacher – Pastoral
Pay Grade:	Grade H (15–17)
Hours:	21 hours per week, Monday – Friday but exact hours to be agreed, term-time only plus 5 staff development days (39 weeks)

Job purpose

As a Behaviour Officer at St Augustine's Catholic College, you will be an essential part of our community, fostering a safe and supportive atmosphere for both students and staff. Your multifaceted role involves supporting the implementation of the behaviour policy, overseeing the Don Bosco Room and working in close collaboration with Heads of Year, Senior Leaders and the Emmaus Team to support students in developing positive learning behaviours.

As Behaviour Officer, you will contribute significantly to shaping our school's culture and ensuring that every student feels valued and respected. All members of staff are expected to work within the College's policy framework to help achieve its aims and objectives.

Key responsibilities

Positive behaviour development

- Actively promote positive learning behaviours across the College.
- Engage with students, offering guidance and encouragement to help them make positive choices.
- Implement strategies to reinforce respectful conduct and self-discipline through the consistent application of the behaviour policy.
- Work collaboratively with Heads of Year, Senior Leaders and the wider Emmaus Team in the operation of Safety Net to establish a positive climate for learning.
- Monitor 'Missing' and 'Call for Assistance' alerts via Class Charts and respond promptly and appropriately.
- Manage the MDSA Team, ensuring that lunchtimes are calm, safe and well-supervised.
- Contribute to the evaluation and ongoing development of the College's Behaviour Policy.

Daily management of the Don Bosco Room

- Create a welcoming, calm and respectful environment within the Don Bosco Room.
- Ensure the Don Bosco is a purposeful learning space at all times, with clear expectations of behaviour and work.



- Set work for students in the Don Bosco and ensure they remain engaged in their learning while in the space.
- Support students who visit the space, guiding them toward positive choices and helping them to reflect on their behaviour.
- Facilitate and support restorative conversations between students and teachers.
- Support and help students to de-escalate when in a heightened emotional state, so that issues can be addressed in a calm and secure way.

Wider implementation of the behaviour policy

- Manage detentions on a day-to-day basis, including the associated administrative tasks.
- Work collaboratively with Heads of Year, Senior Leaders and the wider Emmaus Team to analyse and track behaviour data.
- Support Heads of Year, Senior Leaders and the wider Emmaus Team in the investigation of any serious incidents, including reviewing CCTV footage where appropriate.
- Provide mentoring and support to students to help them develop positive learning behaviours.
- Collaborate with school leadership and teachers to ensure the consistent application of the behaviour policy across the College.

Administration and communication

- Use school systems, including Provision Map and Class Charts, to support record keeping, monitoring and tracking of behaviour.
- Communicate proactively and work collaboratively with parents and carers when necessary, building positive relationships to support students' progress.
- Communicate proactively and work collaboratively with colleagues across the school to ensure a joined-up approach to behaviour.

Wider professional responsibilities

- Demonstrate a commitment to the values and ethos of our Catholic school.
- Maintain excellent communication and interpersonal skills in all professional interactions.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Apply strong organisational skills to manage a varied and busy workload.
- Demonstrate empathy, patience and a genuine desire to support student development.
- Adhere to the Staff Code of Conduct at all times.
- Meet regularly with the line manager and engage in a regular process of appraisal.
- Attend, where possible, staff meetings and any other meetings as appropriate.
- Engage with Continuing Professional Development (CPD) relevant to the role.
- Be someone of integrity who can be trusted.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications and training	<ul style="list-style-type: none"> • GCSE English and Maths (A*–C / Grade 4+) or equivalent (Level 2 Basic Skills Literacy/Numeracy). • Recognition of the need for continuing professional development and training. 	<ul style="list-style-type: none"> • Recognised qualification in behaviour management, restorative practice, youth work, mentoring or a related field. • De-escalation or Team Teach training. • Level 3 qualification in a relevant area. 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with young people in an education, youth work or community setting. • Experience of building positive, professional relationships with young people. • Experience of working under pressure and managing competing priorities. 	<ul style="list-style-type: none"> • Experience of working with young people who present challenging behaviour. • Experience of restorative practice and supporting restorative conversations. • Experience of de-escalating heightened or distressed behaviour. • Experience of working within a secondary education setting. • Experience of line-managing or supervising a small team. 	Application form / interview
Knowledge and understanding	<ul style="list-style-type: none"> • Sound understanding of strategies that promote positive behaviour and self-discipline in young people. • Understanding of the importance of consistent application of a behaviour policy. • Awareness of safeguarding responsibilities and statutory guidance (Keeping Children Safe in Education). • Understanding of the link between behaviour, wellbeing and learning. • Sound understanding of data protection and confidentiality. 	<ul style="list-style-type: none"> • Knowledge of restorative practice approaches. • Understanding of SEND and the needs of pupils whose behaviour may be linked to additional needs. • Awareness of behaviour-monitoring systems such as Class Charts or Provision Map. 	Application form / interview / task
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, both oral and written. • Ability to engage, motivate and challenge students of all abilities. • Calm, confident and authoritative 	<ul style="list-style-type: none"> • Confidence in chairing or facilitating restorative meetings. • Experience of using Class Charts, Provision Map or similar systems. 	Application form / interview / task



	Essential Requirements	Desirable Requirements	How identified
	<p>manner, with the ability to remain composed under pressure.</p> <ul style="list-style-type: none"> • Strong organisational and time-management skills, with the ability to manage a varied workload. • Confident user of ICT, including school record-keeping systems and Microsoft Office. • Ability to handle difficult situations with sensitivity, fairness and discretion. • Ability to use own initiative and work independently as part of a wider team. 		
Personal qualities	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • Empathetic, patient and child-centred in approach. • Strong professional integrity, resilience and emotional maturity. • Ability to be a positive role model for young people, demonstrating respect, dignity and compassion. • Flexible, proactive and solution-focused. • Commitment to the wellbeing, progress and development of all students. 	<ul style="list-style-type: none"> • Practising Catholic / Christian or person of faith involved in a church community. • Willingness to play an active role in the wider Catholic life of the College. 	Application form / interview
Other	<ul style="list-style-type: none"> • Commitment to the Catholic ethos, mission and values of the College. • Willingness to undergo and maintain an enhanced DBS check. • Willingness to undertake further training as required for the role. 		Application form / interview



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for future careers. Working alongside our teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching and pastoral practice is very high. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools in the area.

Professional development

We are an SSAT leading edge College and use the TEEP model as a framework for teaching and learning, and the development of outstanding practice. At St Augustine's, we tailor CPD to an individual's aspirations and make sure that observations of practice are developmental and thoroughly supportive. We run pop-up hotspots led by staff to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available, and the College is always open to considering appropriate professional qualifications. Staff are encouraged to join supportive peer groups, and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole-school training and team-building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme, the UK's most popular Cycle to Work benefit, providing staff with the opportunity to purchase a bike of their choice, tax free. Staff can save 25–39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff wellbeing

A Staff Wellbeing Group has been set up, giving opportunities for staff to suggest strategies that could positively impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance, so we make sure that report writing is minimal and that data capture is measured and timely — we report progress two or three times a year (depending on year group).

Pension scheme contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life



which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits include:

- Tax relief on the contributions you pay (calculated as a percentage of your annual pay).
- The option to increase your own contributions.
- A 50/50 option, where you can pay half of your normal contribution in return for half your normal pension when times are financially tough.
- Immediate life cover for your family, and a pension for your spouse or partner and eligible children in the event of your death in service.
- The ability to take your pension straight away if you become seriously ill.
- Pension normally payable from your normal pension age, with the option to retire or flexibly retire any time after 55 (which will increase or decrease your pension).

Support

The school calendar and training is planned in advance across the whole year, so people know what is happening and when. We have a highly effective and proactive support staff team that plays an important role in supporting teaching, learning and pastoral care, including an in-house cover supervision team.

Community focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship — empowering us all to be the best we can be. Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity and respect; staff are protected from discrimination, and diversity is embraced. We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to Apply

If you feel that you would like to join this thriving College, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interest in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to hr@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised, with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email hr@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



Together we're stronger

Ad Maiorem Dei Gloriam