

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



BEHAVIOUR HUB ADMINISTRATOR

Required Immediately

WBC Grade D5 £23,500.00 p.a. (pro-rata approximately £18,843.45) 35 hours per week (term time only) You will also be required to attend 2 inset days which will be paid as additional hours on completion of a timesheet.

The Behaviour Hub at Little Heath plays a key role in supporting the Pastoral and Inclusion departments, working to support students with their behaviour at school. The successful candidate will play a critical role in ensuring the smooth running of the Behaviour Hub, working closely with the Behaviour Hub manager, Senior Leaders and the wider pastoral team.

The person we are seeking will:

Lead the administration of the Behaviour Hub and associated systems in the school, including

- Administer the school's On Call systems, working with all staff at the school
- Keep daily, weekly and termly records of the school's support systems
- Administer all centralised detentions, including updating the school's management information systems
- Communicate with parents and staff regarding detentions and other sanctions
- Support procedures, including contact with parents, collection of work and necessary follow-up of non-attendance to sanctions
- Ensure the smooth running of our daily support for pupils who need provision outside their usual classroom routine
- Support the wider pastoral team with reports about pupils who access the Behaviour Hub regularly

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. As a school, we pride ourselves on our Continuing Professional Development Programme, which supports teachers to continually improve their practice in innovative ways collaborating with other members of staff in order to develop their practice. New staff will also be given their own laptop to work on and their own classroom base when they join.

Little Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Little Heath School Governing Body is an equal opportunities employer. Appointments are subject to satisfactory pre-employment checks and the successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Friday 2nd February 2024. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.