

# Ysgol John Bright

## Well-being and Behaviour Officer

**Salary GO4 actual pro rata £19,687 - £20,790**

**Full-time equivalent £22,777 - £24,054**

**Term-time plus 5 days - 37 hours a week (one year contract)**

Closing date noon 26th May - interviews w/c 12th June



Our Community of Learning

# Welcome

Dear Applicant

Thank you for considering coming to work with us here at Ysgol John Bright.

As a school community of 1200 learners (including 230 in 6th form) based in purpose-built building we offer an excellent, well-resourced learning environment in which to work and teach. Our motto here is 'Our Community of Learning' which represents our ethos and desire for our students but also for every member of staff.

YJB is a great place to work. It is vibrant, focused on teaching and learning and caring for our students. We have the highest expectations of our students and of ourselves as staff; as a school community we are invested in ensuring the best progress and outcomes for all.



The school is set at the threshold of Snowdonia National Park, and is placed at the heart of Llandudno town, between the two shorelines and the Great Orme. North Wales offers some of the UK's most spectacular landscapes and outdoor activities, culture to suit every taste and excellent transport links to the north of England and beyond.

Prior to applying you are very welcome to come and visit us to see for yourself why YJB is such a happy and fulfilling place to work.

I hope you will consider investing the next stage in your career here with us at Ysgol John Bright.

**Hywel Parry**  
**Pennaeth/Headteacher**



**Pennaeth\Headteacher**



# Location

The school is located in the heart of the North Wales resort town of Llandudno and moved into a superb, state of the art new building in 2004. It is the only English medium high school to serve the town and its hinterland. Road and rail links along the North Wales coast are excellent and in one hour or less you can be in Chester, Liverpool, Manchester airport, the Holyhead ferry port to Ireland or within the grandeur of the Snowdonian National Park and its mountains.

Ysgol John Bright has a varied catchment area. There are nine designated primaries which range in size and type. The role is currently in the region of 1300 with 210 in our vibrant and expanding Sixth Form.

Ysgol John Bright values every individual - all students and staff, teaching and support staff as part of our learning community. We aim to provide a stimulating and well-managed learning environment which supports our young people in developing a love of learning and equips students of all abilities to meet the challenges of education, work and life in the 21st Century.

## School Buildings

The new school has been suited for each curriculum area. There are five blocks which are linked by a central mall. Each faculty has an office and there is a large staff workroom adjoining the generous staffroom.



Facilities at Ysgol John Bright offer our students a wealth of opportunities inside or outside the classroom in our contemporary state of the art school including:

- A Technology suite which includes provision for workshops, specialist textiles rooms, commercial standard catering provision, art/design areas, pottery and a photographic dark room.
- A Science block with 12 laboratories, on three floors linked by a dumb waiter.
- Extensive PE facilities - gymnasium, very large sports hall, 2 all-weather pitches (one to international hockey standards) 2 fenced tarmac hard play areas and extensive grass pitches and play areas.
- Sixth Form area with separate Year 12 and 13 workrooms. Library resource area with a fingerprint borrowing system.
- Outstanding ICT provision using Google for Education.
- Drama classroom with specialist lighting and sound system.
- Apple Mac resource bases for Music and Photography.



# Job Specification

## Job Purpose :

To ensure the attendance, behaviour and welfare of all students in the year group is managed and effectively supports their academic achievement.

## Duties and Responsibilities

### Job Specific - Supporting Students

- Establish constructive and positive relationships with all students in a year group and interact with them according to individual needs.
- Work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- Take a lead role in managing student behaviour by applying the Positive Behaviour Policy and Right to Learn procedures.
- Follow up incidents promptly;
- Maintain accurate pastoral records for each student recording issues and action (of all communications with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group) via the school information management system (SIMs) and student files;
- Have meetings with parents during or after school as required;
- Arrange sanctions as appropriate (including after school detentions);
- Communicate with parents/carers;
- Monitor the rewards and Behaviour for Learning
- Prepare reports on students for parents and meetings for internal and external purposes as required;
- Liaise with staff to ensure correct data is added to Behaviour Log.
- Work with the Director of Learning to celebrate success through Rewards Events and keep the profile of positive behaviour high in the year groups.
- Keep parents informed of success.
- Implement positive behaviour strategies as appropriate to individual/ groups of students.

- Take a lead role in the development and implementation of individual Behaviour Plans and Pastoral Support Programmes with the goal of improving behaviour and attendance.
- Be responsible for a system of student withdrawal as part of the Right to Learn policy.
- Work with partner agencies in order to provide interventions to improve behaviour and attendance of students.
- Act as a role model by setting challenging and demanding expectations, and promoting self-esteem and independence.

### Supporting Teachers

- Use strategies in liaison with Behaviour and Safeguarding Lead and teachers to support students towards achieving learning goals.
- Provide regular feedback to line manager, staff, students about behaviour issues as appropriate.
- Promote good behaviour, dealing promptly with conflict and incidents in line with School policy.
- Be responsible for organising a daily lesson by lesson 'on-call' system.
- Be responsible for organising and assisting with the supervision of detention during the school day and after school.
- Take a lead role in making decisions about the best course of action when dealing with behavioural problems on a day to day basis. Be able to recommend temporary fixed term exclusions as appropriate.
- Liaise with Behaviour and Safeguarding Lead and Assistant Headteacher for all behavioural issues that are of such a level that they require exclusion or where there may be a need to consider permanent exclusion.
- Attend meetings such as Case Conferences, PSP reviews.

# Duties and Responsibilities

## Supporting Families

- Respond to parental enquiries by telephone, letter or email as appropriate in an efficient and timely manner.
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Act as the primary contact for parents/carers if the behaviour of a student gives cause for concern.
- Attend parent evenings to provide advice and support as required.

## Supporting Student Outcomes

- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise with Directors of Learning, ALNCo and Behaviour and Safeguarding lead to devise appropriate interventions for student exhibiting emerging behaviour and/or pastoral issues.
- Use strategies to support students to achieve behaviour and attendance goals.
- Be responsible for monitoring students responses to interventions and accurately record achievements and progress.
- Provide feedback to Behaviour and Safeguarding Lead.
- Attend regular 'Raising Achievement' meetings to ensure there is a co-ordinated approach to supporting underachieving students.

## Supporting the Curriculum

- Support staff and students in small individual or group sessions and/or in the classroom as appropriate to assist in resolving behaviour issues or student engagement.
- Implement activities and / or interventions with groups or individuals with the specific aim of improving behaviour and / or attendance.
- Arrange for work to be set and collected for exclusions or other absences.
- Manage any tutor group changed with the Director of Learning and ensure there is an induction programme in place for students entering the year group during the course of an academic year.

## Supporting the School

- Contribute to the vision, ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all bullying, racism and radicalisation concerns to an appropriate person.
- Promote the inclusion and acceptance of all students. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Share the responsibility for Alert and cover of Internal Exclusion.
- Support tutors in ensuring standards of uniform are high by loaning uniform, issuing sanctions and / or communicating with parents.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required. Accompany teaching staff and students on visits, trips and out of school activities as required and help supervise students in support of teachers.
- Carry out a school duty according to the school duty timetable.

## Continuing Professional Development

- Undertake any professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the performance management / appraisal process, evaluating and improving own practice.

## Safeguarding

Ysgol John Bright is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.

# Person Specification

Qualifications	Essential	Desirable
GCSE grade C or equivalent in Maths and English	✓	
Educated to A level standard or Level 3	✓	
Educated to degree level		✓

Knowledge/Skills and attributes	Essential	Desirable
Basic understanding of child development and learning	✓	
Ability to deal with students who may be challenging and reluctant to engage.	✓	
Ability to liaise and communicate with parents or carers	✓	
Good organisational and time management skills	✓	
An ability to apply policy and procedures	✓	
An understanding of safeguarding		✓
The ability to communicate in English	✓	
The ability to communicate in Welsh		✓

Supervision and Management	Essential	Desirable
Working constructively as part of a team	✓	
Personal pride in delivering challenging targets	✓	
Commitment to own professional development	✓	

Creativity and Innovation	Essential	Desirable
Clear thinker, optimistic and resilient person	✓	
Evidence of working to raising standards against targets		✓

Contacts and Relationships	Essential	Desirable
Working in an educational establishment		✓
An empathetic nature which results in a calm but firm approach with young people	✓	
Experience of working with parents		✓
Experience in a role interfacing directly with young people	✓	
Experience of promoting ALN and Inclusion		✓
Sense of humour	✓	

Decisions/Recommendations	Essential	Desirable
Ability to work to deadlines and work calmly under pressure	✓	
An ability to take initiative when appropriate and work independently	✓	

Resources	Essential	Desirable
Excellent ICT skills	✓	
Experience of working administratively in SIMS		✓
Hold a current Flrst Aid qualification		✓









# What our Community are saying



*"Ceri started in YJB in September and her engagement and motivation to learn is at a level beyond my expectations and I put that down to the high standard of learning and support you have shown her over her first year. You have supported her in looking at her potential not just her current subject levels."* **Parent of Year 8 student**

*"Milly is loving her first year at YJB, her confidence is growing all the time. Teachers are encouraging and it is good to receive emails and phone calls regarding her good progress."* **Parent of Year 7 student**

*"During Covid the school has proven to be proactive in dealing with the situation. Pupils have been made to feel safe and parents kept well-informed through regular correspondence, both written and through regular videos from the Head. Once back in school, the learning environment has provided pupils with opportunities to develop their social skills, build confidence and become good citizens."* **Parent of Year 9 student**

*"In comparison to our friends' children living locally and throughout the UK, YJB's virtual learning was without a doubt a generation ahead of other educational establishments with your virtual learning teaching and delivery. This was truly fantastic. Well done and thank you."* **Parent of Year 10 student**

*"Our children love their time at YJB! We spent a long time choosing which school would be the best fit for our family and we have no regrets in choosing Ysgol John Bright. We truly believe our children have had, are having a fantastic education."* **Parents of three students at YJB**

*"Thank you! The teachers give their all .. extra hours over and above their working day, plus their blood sweat and tears. You cannot put a value on that. In terms of grades and academic progress the achievement in this school in recent years is phenomenal (for all children, not just the high fliers)." **Parent of Year 11 student.***

*"Please accept our thanks and appreciation of everyone's hard work. We want our children to leave school happy and healthy and with an enjoyment of learning and that is what they have, so again thank you!"*  
**Parent of Year 11 student**

## Parental Quotes

*"Leaders, teachers and governors share the same aspirations of raising standards, improving the quality of teaching and strengthening leadership at all levels"*

*"Teachers plan work which builds on pupils' prior knowledge and understanding resulting in strong progress in thinking skills"*

*"The school's provision during lockdown contributed towards maintaining pupils' literacy and numeracy skills as well as enhancing their information and technology skills"*

*"The Headteacher has provided clear direction, robust accountability and beneficial support"*

*"The Headteacher promotes an open-door policy with regards to receiving feedback from parents"*

*"The Headteacher has been successful in communicating with staff and supporting the wellbeing of the whole-school community especially during lockdown. As a result she has created an open, supportive ethos and secured a safer, more caring environment"*

*"Boys engage well with their learning, show pride in their work and their performance continues to improve with school strategies which have impacted positively on their engagement and wellbeing"*



# What our Community are saying



## Student quotes

*"Ysgol John Bright has some great teachers, who help and support you throughout your high school life."* **Charlotte Year 10**

*"The teachers have a positive and nice attitude towards learning and also phenomenal ways of teaching to guarantee a brilliant education." every day."* **Julia Year 8**

*"I enjoyed YJB so much, positive environment, staff constantly supportive, approachable and always made you feel comfortable, especially in the 6th form."* **Gabriella Year 13**

*"There are many things I like about my school. However, if I had to choose I would say that I love how friendly, supportive and helpful the teachers are and I love that almost all of the teachers interact with family members/parents/guardians of students continuously so they know exactly how they are doing in school and how they can help. Thank you YJB for the continued support."* **Noor Year 8**

*"I enjoyed meeting the teachers at Ysgol John Bright. When I first came I felt really nervous because I thought I'd get lost but that became easier. My favourite lesson is English because I like writing. The school deals with stuff really well and if you have a problem it will always be fixed."* **Izzy Year 7**

*"On my first day at YJB I was excited and nervous but as soon as I met my teacher and classmates I was fine. My favourite lesson is Art because I can be creative in my own way. I think all the staff are really nice and helpful. The teachers teach us very well and with passion as they teach us in a way all students understand."* **Jessica Year 7**

*"Caring students and staff make me feel honoured to be a member of YJB. Brilliant learning facilities for all students make YJB the perfect school."* **David Year 8**

## Letter from Student President Abi

"When I joined Ysgol John Bright in year 7 I was not the confident person that I am today. I came from a small primary school outside of the catchment area. I did not know many people and I was worried that I would struggle to fit in. However, the supportive staff at Ysgol John Bright helped me to settle in and find my place in the community at Ysgol John Bright.

Ysgol John Bright not only helped me become more confident, but it also helped me to find new interests. From the subject History to speaking in front of others, this school supported me and gave me the opportunities to pursue these interests. These opportunities allowed me to become a more outgoing, independent and conscientious person.

Without all the support and care from the staff at Ysgol John Bright, I would never have had the confidence to apply for the role of student president. Thanks to everyone here I have been able to get this role that will enable me to make a difference at Ysgol John Bright and give back to the school which has given so much to me."

## Letter from Student President Ceri

"I joined Ysgol John Bright in year 7 as a very shy and quiet person with little confidence. However, it didn't take long for the supportive staff at Ysgol John Bright to help me find my place in the school community.

During my time here, I have grown tremendously developing my independence and social skills. I have become a very charismatic and conscientious person with continued support from staff at Ysgol John Bright.

My confidence has also grown, allowing me to take up leadership roles such as Student President, something I wouldn't have been able to do back in year 7."

# Ysgol John Bright

## How to Apply



YSGOL JOHN BRIGHT

Send completed applications to:

Mrs C Astrop  
Headteacher's PA  
Ysgol John Bright  
Maesdu Road  
Llandudno  
LL30 1LF  
or email to [c.astrop@johnbright.uk](mailto:c.astrop@johnbright.uk)

To arrive by noon 26th May 2023  
Interviews on 13th June 2023

## Our Community of Learning

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