



# BRAKENHALE SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST



Brakenhale School,  
Rectory Lane,  
Bracknell,  
Berkshire  
RG12 7BA

Telephone: 01344 423041

Email: [HR@brakenhale.co.uk](mailto:HR@brakenhale.co.uk)

Dear Candidate

Thank you for your interest in the role of Behaviour, Support and Inclusion Assistant at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction\*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty nine schools in South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by emailing [hr@brakenhale.co.uk](mailto:hr@brakenhale.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas

Headteacher

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with Fringe Support pay scale, points 09-13, £27,983 - £29,269 per annum (£24,014.41 - £25,118.03 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

37 per week, Term Time Only plus 4 Inset Days

## PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	<b>Behaviour Support and Inclusion Assistant (Student Triage)</b>
<b>Responsible to:</b>	RFL Manager

## Role Overview

This is an opportunity for a highly motivated professional to be our Behaviour Support & Inclusion Assistant. This is a non-teaching role. The successful candidate will report directly to the Behaviour Support Manager. This job will mainly be assisting with the delivery of programmes to improve behaviours, addressing learning needs and supporting reintegration back into lessons. The role is student facing, therefore an ability to form positive and motivating relationships with young people is essential. The successful candidate will apply the day-to-day behaviour systems and processes across the school, ensuring total consistency and efficiency in approach. You must be resilient and able to demonstrate patience and an understanding of issues affecting young people, and be able to build sound and positive relationships with both young people and adults. We would be looking for an individual who is hardworking and has high professional standards. Due to the nature of this job, working within a school environment you must be committed to working within the School's Safeguarding Policy and Procedures.

As a Behaviour Support & Inclusion Assistant, you will be responsible for the below.

## Key Responsibilities and Duties

- Support with the aim to promote disruption-free learning across the school
- To manage challenging behaviour of individual students
- To support colleagues who are On-Call by dealing with student queries or problems as they arise, reporting to Head of Years where necessary
- To support the year team in contacting parents and carers in order to build a positive relationship.
- Removing children from class when their behaviours are disruptive
- To support the Reflection Room (internal exclusion room)
- Being responsible for and overseeing the paperwork for fixed term exclusions and liaising with various stakeholders in a timely fashion.
- Coordinate, track and monitor student progress within the Reflection Room providing appropriate feedback to relevant colleagues on how best to support those students
- To provide effective and efficient pastoral support to promote positive attitudes to learning and behaviour, through a trauma informed approach
- To work alongside a team of staff who provide particular and skilled support in the areas of mentoring, target setting, holding review meetings, lesson visits, group work and liaison with parents, staff and outside agencies
- Organise and contribute to pastoral and reasonable adjustment support plan meetings and follow-up work, including advice to staff

- Liaise with both teaching and support staff to ensure students are supported to access learning and manage their behaviour effectively
- To support positive student conduct
- The enthusiasm and energy required to work with the children and young people in our schools
- To provide support for students who are becoming disaffected or disengaged in lessons and around the school
- Evaluate the interventions for each student and keep record of impact
- Working 1:1 with identified pupils to deliver bespoke support to children with challenging behaviour
- To assist in preparation and distribution of exclusion paperwork
- To support the supervision of students during break and lunch times
- To carry out tasks as reasonably required by the Headteacher

### **Staff Development**

- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

### **Safeguarding**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

### **Key Contacts**

Daily involvement with the attendance team, safeguarding team, SEN team, SLT, and the behaviour Team. This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications</b>		
Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent in English and Maths	x	
A Levels or equivalent qualifications		x
Knowledge of useful social strategies with young people		x
Other relevant professional qualifications		x
<b>Experience and Knowledge</b>		
Experience of working with vulnerable children and/or adults	x	
Experience of working in a school environment		x
Experience of working with young people in an educational and/or social care setting		x
Understanding of interventions to support behaviour management and promote positive attitude to learning and behaviour		x
Experience in managing intervention groups	x	
Experience of dealing with difficult and challenging behaviour.	x	
Experience of Management Information Systems		x
<b>Personal and Professional Qualities and Attributes</b>		
Experience of Management Information Systems	x	
Excellent communicator – sensitive, compassionate, empathetic and effective	x	
Committed to the safeguarding of children	x	
ICT skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar)	x	
Outstanding organisational skills	x	
Experience working with young people	x	

A willingness to become involved in all aspects of school life	x	
Ability to adapt quickly to different situations and a good level of common sense	x	
Experience of dealing with confidential issues	x	
Commitment to working within the school's policies	x	
Able to offer flexible and creative solutions	x	
Ability to relate well to students, be an effective role model and motivate students to achieve success	x	
Knowledge and understanding of how to remove barriers to learning		x
Ability to be a good ambassador	x	
Be committed to providing students with a first-class education	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 12th April 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post ASAP.



**GREENSHAW  
LEARNING TRUST**



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