**Job Description**

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| **Post:** | Behaviour and Inclusion Officer |
| **Grade:** | F |
| **Responsible to:** | Deputy Headteacher |  |
| **Hours:** | 8:35am – 4:20pm (with half hour lunch) Monday to Thursday  8:35am – 4:05pm (with half hour lunch) Friday |  |
| **Contract type:** | Permanent |  |

**MAIN PURPOSE**

To work as part of the pastoral team to ensure that all students, but particularly those who demonstrate challenging behaviours, receive an excellent education, which provides them with the knowledge and skills needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

**MAIN DUTIES**

**Focus Centre Curriculum**

* Develop a values-led behaviour development curriculum for pupils to follow during any time spent in the Focus Centre
* Provide personal, social and behavioural support and guidance to our pupils, so that they can reflect on their choices and to make more positive choices in the future; this will include the development of behaviour intervention curriculum plan
* Adhere to and explicitly develop pupils’ understanding of the behaviour systems in school
* Liaise with class teachers and heads of department to ensure that students have suitable academic work to complete where appropriate/necessary

**Focus Centre Admin and Management**

* Manager the day-to-day running of the Focus Centre, including:
  + Ensuring continuity of care during breaks/lunches
  + Arranging staffing of the facility
  + Developing and maintaining a calm and supportive learning environment
  + Developing and implementing systems to check pupils in etc
  + Deciding (alongside the DP and AP for behaviour) if a student is ready to return to lessons
  + Prepare and send communication to staff, parents and pupils regarding time spent in the Focus Centre
* Act as safeguarding officer, allowing students to disclose issues and passing these on via the school’s safeguarding systems
* Work with the Deputy (Pastoral) to evaluate the effectiveness of the Focus Centre through analysing data and make changes to provision where improvement is required to support the success of the students attending the Focus Centre
* Conduct investigations into student incidents when required
* Contribute to individual risk assessments when required
* Attend Multi-Professional Team meetings where applicable
* Provide reports relating to internal and external exclusions, and contribute to the strategic direction of the behaviour policy in line with the mission and core values of the school
* Use relevant software/systems to record and analyse behaviour interventions

**Behaviour Interventions**

* Work with the DP (Pastoral), AP (behaviour and attendance), SENDCo and other pastoral colleagues to co-ordinate a range of behaviour interventions for pupils who are not meeting academy expectations. This could include:
  + Support reintegration of students into lessons
  + Ensure that high quality reset conversations take place for all students who have been removed from lessons
  + Provide support and guidance for teachers with regards to pupils who demonstrate challenging behaviours in lessons
  + Analyse Classcharts data and other information, identifying causes for concern and working with the pastoral team to design and deliver both preventative and reactive interventions
  + Deliver coaching, mentoring and group sessions for pupils so that they can learn the tools needed to self-regulate their behaviour
* Liaise with internal and external staff to ensure high quality behaviour programs are provided for our pupils

**Working with Parents and Carers**

* Liaise with parents on all relevant matters, and ensure appropriate, clear and timely contact with parents before, during, if needed, and after the process, so that parents are well-informed and supported in addressing issues and incidents

**Professional Development**

* Read widely on research informed behaviour strategies, trauma informed practices and government guidance to ensure that our pupils receive the very best support to help them to be successful during their time at the academy and beyond
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
* Train as a Deputy Designated Safeguarding Lead (DSL) and undertake any DSL related work as required by the lead DSL
* Undertake Trauma Informed School training

**Professional responsibilities**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of differences and help to ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
* Contribute to the school ethos, aims and development/improvement plan
* Work as part of a team, appreciating and supporting the role of other people in the team
* Attend and participate in meetings as required
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school
* Carry out all roles and responsibilities in a way which reflects the mission and values of St Michael’s CE High School.
* Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations
* Contribute to a culture of continuous improvement.
* Comply with all reasonable management requests.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

There is a requirement to work some evenings, up to 5 per year, at school events such as Open Evening and New Parents’ Information Evening; for which time off in lieu of hours worked will be given.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.