



***Our Motto is "The Pursuit of Excellence"***

## **Behaviour and Inclusion Officer Job Description**

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Purpose:</b>	The post holder will support the school in managing the needs of pupils who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to engage fully with learning in a mainstream context.
<b>Job Title:</b>	Behaviour and Inclusion Officer
<b>Location:</b>	Wootton Upper School
<b>Reporting Line:</b>	Assistant Head (Behaviour and Attendance)
<b>Hours:</b>	37 hours per week - term time only (including 5 training days) Working: Monday - Thursday 08:30 - 16:30 and 08:30 - 16:00 on Friday with 30-minute unpaid lunch break.

<b>Line management responsibility for:</b>	N/A
--	-----

<b>Principal Accountabilities/ Responsibilities</b>	<p>Manage the student withdrawal room within the school.</p> <p>To meet and greet pupils who have been placed into the withdrawal room.</p> <p>Provide pastoral support and guidance to pupils within the base and assist in their behavioural, emotional and social development.</p> <p>To manage and create a calm, working atmosphere with the minimum of disturbance and confrontation whilst applying the whole school expectations assertively and fairly.</p> <p>To liaise with colleagues to:</p> <ul style="list-style-type: none"> <li>• determine particular support; and</li> <li>• ensure personalised interventions are in place.</li> </ul> <p>Challenge and motivate pupils within the internal inclusion setting as well as promote and reinforce self-esteem.</p> <p>Provide information and advice to enable pupils to make choices about their own behaviour.</p> <p>Provide feedback to pupils within the internal inclusion setting in relation to their progress, achievement, behaviour and attendance.</p> <p>Identify pupils who require reasonable adjustments to their curriculum provision in order to manage their behavioural needs.</p> <p>Liaise with the SENDCo regarding pupils who require additional support and have SEND needs.</p>
---	--

Liaise with the Heads of Year regarding small group mentoring arrangements and behaviour 1:1 support.

Manage the reintegration of pupils who have been either removed from normal lessons for a short period of time, or who have returned from a period of fixed term exclusion due to a serious incident.

To be a visible presence around the college and to undertake break and lunchtime duties if required.

In collaboration with the Assistant Head (Behaviour and Attendance) manage the integration of pupils joining the school via fair access arrangements.

In response to referrals made by the Pastoral Team, actively research appropriate interventions, activities, courses, organisations and individuals to provide support for pupils to more effectively manage their behaviour.

Use specialist knowledge and/or experience to be responsible for the preparation of plans, resources and equipment to support pupils with identified behavioural needs.

Liaise with subject leads to ensure work in Internal Inclusion is up to date and relevant for each curriculum area.

**Monitoring and Evaluation of Impact:**

To work alongside the Heads of Year and Pastoral Support Officers in the identification, development, planning and evaluation of intervention programmes.

Utilise IT programs such as SIMS and ClassCharts to aid continuous monitoring of progress.

Responsible for dealing with correspondence, compilation of internal inclusion data analysis, reporting on attendance, exclusions and making phone calls etc. for those pupils in the base.

To ensure that all records and case notes are kept up to date, distributed and filed in accordance with school procedures and that appropriate levels of confidentiality are maintained.

**General:**

To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

To consistently model the types of behaviour we are looking to encourage our pupils to develop.

To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, pupils or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.

Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To be responsible for following health and safety requirements in line with Trust policy and procedures.

Undertake further training as required for your areas of responsibility.

Undertake any other duties of a similar level and responsibility as may be required.



***Our Motto is “The Pursuit of Excellence”***

<b>Behaviour and Inclusion Officer Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Should possess at least level 3 qualifications or equivalent qualification with C or above in English and Maths at GCSE.</p> <p>Qualifications and an excellent knowledge of Child Protection practice and procedures.</p>	<p>Specialist behaviour or social care qualifications and training.</p> <p>First Aid qualification or a willingness to undertake the training.</p>
<b>Experience</b>	<p>Previous experience of working with young people</p> <p>Experience of working with a range of external agencies</p> <p>Child protection/safeguarding in an appropriate setting</p> <p>Ability to establish appropriate and effective nurturing relationships with children and young people.</p>	
<b>Knowledge &amp; Skills</b>	<p>Use of initiative and excellent time management/prioritisation skills.</p> <p>Ability to lead staff and professional meetings</p> <p>Ability to work collaboratively in a multi professional team</p> <p>Ability to manage own time effectively</p> <p>Ability to prioritise own workload</p> <p>Maintain effective record keeping/management information systems.</p> <p>Communicate effectively with a wide range of audiences.</p>	<p>Practical and theoretical knowledge of behaviour management.</p> <p>Counselling skills.</p>

<b>Personal competencies and qualities</b>	<p>Set high professional standards</p> <p>Excellent verbal and written skills</p> <p>Shows initiative and ability to prioritise one's own work and that of others to meet deadlines</p> <p>Able to work flexibly and adopt a hands-on approach</p> <p>A clear understanding of confidentiality</p> <p>Trustworthy and reliable</p> <p>Ability to be resilient</p> <p>Committed to own professional development opportunities.</p>	
--	---	--