



JOB DESCRIPTION

Job Title:	Behaviour Assistant – The Key
Salary Band	Band B; £18,562 - £19,312 pro-rata
Contract;	Part-Time: 9:30 – 14:30; Monday to Friday; Term time only plus Inset days (39 weeks per year)
POSTHOLDER:	Vacancy
LINE MANAGER:	Programme Manager for The Key / Assistant Principal

Overall responsibility

- To support pupils who have been referred to the Key
- To be aware of the specific needs of the pupils and develop an understanding of their difficulties.

Main activities:

Pastoral support

- To work with pupils who need a period of respite out of the classroom or following a referral to The Key by Pastoral Staff\SLT.
- Promotion of an effective transfer of pupils back to lessons following an agreed plan and support of Restorative Practice process with Pastoral teams.
- Mentoring and provision of pastoral support for pupils.
- Establishment of productive working relationships with pupils in applying de-escalation strategies, acting as a role model and promoting self-esteem.
- To develop and display specialist skills to support to achievement of pupils with emotional, behavioural and social difficulties and assisting in developing their social skills.
- To assist in reducing the occasions of FTE.

Teaching and learning support

- To support students' access to learning using appropriate strategies, resources etc.
- To assist with a range of activities in The Key that supports and enriches learning.
- To assist with monitoring progress through observation whilst in The Key and provide accurate feedback to staff as required.

Support for school

- Be aware of and comply with all school policies and procedures relating to child protection\safeguarding, security and confidentiality, health and safety, reporting all concerns to the appropriate person.
- Be aware of and support the promotion of equal access to opportunities to learn and develop.
- To contribute to the overall ethos\work\aims of the school.
- Attend and participate in meetings as directed (if appropriate)
- Participate in training and other learning activities as required.

Personal qualities and attributes

- Able to use initiative and seek advice as necessary
- Able to remain calm under pressure and maintain a quiet reflective environment
- Hold a positive and consistent approach with a commitment to achieving success for pupils.
- Willing to train and develop skills.

Health, Safety and Security

Co-operate with the employer on all issues to do with Health, Safety & Welfare. □ Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Pastoral team

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Compiled by: Mrs C Keys	Revision Number 3
Approved by: Mr S Steinhaus	Revision Date - 14/09/2021