

## **The Bemrose School**

### **Behaviour, Attendance and Inclusion Officer: Care & Guidance Scale 5**

#### **Job Description**

Weekly hours: 37

Weeks p.a.: 39

Lunch break: A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by: Care and Guidance Team Leader/DSL

#### **Job Description**

Support teaching and learning by responding to classroom on calls and supporting children with modifying their behaviour in order that they can be successfully re-integrated into learning

1. Work with individual students whose behaviour is proving to be a substantial barrier to their learning
2. Work with pupils around their regulation so they are ready to return to lesson
3. Work with staff, parents, carers and outside agencies as appropriate
4. Supervise and support students on their work in the Behaviour Support room
5. Arrange offsite interventions
6. To support with the detention system
7. Organise the collection of work for students who are to work in the Behaviour Support room
8. Monitor the progress of students in the Behaviour Support room
9. To provide pastoral and administrative support relating to pupils
10. Liaise with the Care & Guidance Team Leader and Leadership Team
11. To assist with break and lunchtime pastoral issues and duties as directed
12. To act in accordance with school policies and procedures and relevant legislation particularly, in relation to safeguarding and behaviour management
13. To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
14. To follow up on a daily basis those students who are sent to the Behaviour Support room
15. To maintain and develop good working relationships with parents and carers, liaising with parents as appropriate and necessary
16. To monitor & liaise on attendance and punctuality, working with the Attendance Officer as appropriate

17. To give general support to school activities including, Parent Events, Target Setting Days, INSET days as appropriate and other activities
18. To promote and publicise the 'House' system and keep the team up-to-date with relevant information
19. To work as part of a flexible and supportive Inclusion Team to promote the positive ethos of the school across the Inclusion strands
20. To undertake relevant training to enhance personal development, and to use the knowledge to benefit the school
21. Carry out any other duties as required that are relevant to the remuneration of the post as directed by the Executive Headteacher and Head of school.