



JOB DESCRIPTION

Title: Behaviour Support Assistant

Grade: TPLTSS 5

Academy: Priory Community School – An Academy

Main purpose of the role

- To work closely with the Return to Learn Manager, in the first instance, to effectively identify and plan for individuals who need additional support with regard their behaviour.
- To discuss with the Return to Learn Manager individual students to gain a greater understanding of individual student needs where necessary.
- To support in the development, implementation and evaluation of effective whole – school policy for access and evaluation of impact in R2L.
- To undertake in class observations and feedback to the Return to Learn Manager to support and develop effective practice.
- To carry out individual and group work for students to support their progress and a successful return back into the classroom environment.

Main Duties and Responsibilities

- To support the work of the R2L Manager in ensuring that students in R2L make progress towards achieving school targets.
- To support R2L students within the school by creating and sustaining positive attitudes towards them and ensuring that provision for R2L students is kept at the heart of the school's agenda for developing teaching and learning
- To ensure students working in R2L display high levels of engagement in all activities.
- To ensure that students accessing R2L are aware of their behaviours, the impact these have in lessons and modifications they need to make in order to fully access the curriculum and meet school target grades.
- To investigate the extension of provision into the local area, both in terms of supporting students in R2L and carrying out assessments.
- To support the behaviour management of key students both within R2L and across the school.
- To support and input on the development of clear behaviour management systems which complement the work in classrooms and will enable students to become independent learners.
- To support and deliver programmes of intervention for individual or groups of students addressing a range of behaviour issues
- To monitor the delivery of these programmes and their impact on student progress
- To support staff regarding appropriate behaviour packages for students they are working with for use in their lessons and supporting in those lessons where appropriate.
- To communicate with parents providing information regarding student behaviour.
- To attend the SEND team at the weekly team meeting to share relevant information.

- To support with relevant in-service training and to explore areas of best practice in other organisations sharing this where appropriate.
- To support the creation of a stimulating teaching and learning environment in R2L.
- To support health and safety practice and report any issues to relevant staff ensuring that agreed health and safety practices are fully implemented.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is classroom and office based but will include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervision and Work planning

Meet regularly with line manager and have regular contact with other members of the team on work priorities. The post holder will be expected to plan their own work, balancing the priorities of different work streams.

Work flows from line manager and is generated within the general office routine. Advice and support is readily available for more complex enquiries.

Supervisory responsibility

The post holder does not have supervisory responsibilities.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Behaviour Support Officer	Assessment Criteria	Essential	Desirable
Qualifications & Experience			
Qualifications		Grade C or above GCE in English and Maths (or equivalent)	Training in relevant learning and behaviour SEND strategies
Work related experience and associated vocational training		Will have awareness of national frameworks, and evidence of working with students with a range of learning difficulties.	A good knowledge and understanding of early childhood trauma and the impact this can have on a child's learning and development.

Job related skills	Able to use ICT effectively to support learning.	A good working knowledge or willingness to learn the relevant and planned intervention programmes/ strategies to support our students to remain within the mainstream classroom.
Personal skills	<p>Excellent organisational, communication and interpersonal skills. A commitment to young people, their welfare, education and personal development.</p> <p>Adaptability, use of initiative, reliability and resilience are essential.</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	