

Job Description & Person Specification

Post: Behaviour Support Assistant
Responsible to: Assistant Headteacher in charge of Behaviour
Salary: Grade 5 point 9 – 17
Working hours 37 hours a week, 39 weeks plus 5 INSET days

PURPOSE:

We are looking to recruit a dynamic and proactive individual to become part of the school's Behaviour Team. This is an excellent and exciting role which will involve supporting the management of our newly renovated Behaviour Centre. The successful individual will be required to build and maintain strong and productive relationships with our students, whilst leading and actioning our behaviour systems and procedures across the school. This post is suitable for someone with experience of working with hard-to-reach children in an educational setting and someone who has the ability to support students in building resilience and emotional intelligence in order to ensure students are given the best chance of success.

Principal duties and responsibilities

- Work with the Assistant Headteacher for Behaviour to ensure our behaviour policy is implemented through the school day
- Help organise our centralised detention system, which is run each afternoon by SLT, Pastoral Leaders, Faculty Leaders and teaching staff
- Support in the day to day running of the Internal Exclusion Room with the team of other Behaviour Support Assistants and the IER Manager
- Monitor the allocation of behaviour points using Class Charts and supporting the AHT Behaviour with the analysis of the data
- Visiting lessons to support students and teachers
- Work alongside colleagues in the Pastoral Team and Behaviour Team to support the students
- To attend any meetings relevant to the Behaviour and Pastoral Teams
- Liaise with parents/carers where necessary

Desirable qualifications

There are no essential qualifications for this role, however the following would be beneficial:

- GCSE or equivalent in English and maths
- Experience of working with children with emotional, behavioural and social problems
- Prior experience of working in schools
- Ability to use and interpret data
- Ability to present information to a variety of audiences, Pastoral Staff, teachers, parents, Senior Leadership Team
- Be self-motivated and enthusiastic and able to remain positive under challenging circumstances
- Have excellent administration and organisational skills, with a good working knowledge of ICT systems
- Have excellent interpersonal skills and empathy to become a valued member of the Behaviour Team