



**CROOKHORN  
COLLEGE**

**Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.**

**Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120**

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### **JOB DESCRIPTION BEHAVIOUR SUPPORT ASSISTANT**

The Behaviour Support Assistant reports to the Behaviour Inclusion Manager.

Contractual Hours: 32.5 hpw – Mon - Fri 08:30-15:30 (30 min lunch)

Working Weeks: 39 Weeks – Term Time Only

Supporting the SIU Supervisor with the day to day operation of the Student Inclusion Unit (SIU) and supervision of students in the SIU, ensuring work is available from teaching staff for the students to complete.

#### **Supporting Teaching & the Curriculum**

- Day to day supervision of students in the SIU.
- Check work is available on 'its learning' for students in SIU and oversee completion of this.
- Ensure the Behaviour Management Policy, Code of Conduct and practices are followed including rewards and sanctions.
- Assist students in the organisation of their work, including those in for medical reasons working online and in their books and ensure books are returned to relevant teaching staff at the end of each day.
- Assist and support students with accessing their work on 'its learning' and liaise with teaching staff regarding additional resources required for individual students.
- Allocate relevant equipment to students to complete their work and ensure this is returned at the end of each day in the same state it was given. Any issues need to be reported immediately so this can be followed up.
- When required support with the investigation of behaviour incidents and student complaints relating to other students by taking statements from the students involved, collating, summarising and presenting this information to the Behaviour Inclusion Manager, Heads of House and Senior Leadership Team.
- Work with the pastoral team regarding any concerns relating to a student's progress or well-being.
- Attend training as required.
- Create an environment of responsibility and reconciliation in order to minimise repeat offenders.

## **People & Relationships**

- Receive and supervise students suspended from other Schools as part of their reintegration.
- Receive and supervise students who are working to an alternative timetable.
- Develop one to one mentoring arrangements with students and provide support for distressed students and those using time out cards.
- Provide information and advice to enable students to make choices about their own learning and behaviour.
- Build and maintain successful professional relationships with students.
- Provide low-level mediation between students to settle disagreements.
- Challenge and motivate students and promote self-esteem.

## **Records & Administration**

- Log all incidents on ClassCharts in a timely manner, ensuring relevant information is recorded
- Ensure records on SIU students are kept up to date
- Behaviour logging including racist, bullying and child on child abuse incidents
- Register all students promptly and ensure the necessary staff are alerted to any absences.
- Keep a daily log of all uniform borrowed by students, chasing up any that forgot to return uniform.
- Complete monitoring sheets for each student, ensuring sanctions for non-completion of work or unacceptable behaviour.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed:

Date: