



Exmouth
Community
College
Academy Trust

Job Pack

Behaviour Support Assistant

Permanent
NJC Grade C (SCP 4 to 6)

Closing Date: 11th November 2024 at 10.00am

Interview Date: Week commencing 18th November 2024

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Job Description

Title:	Behaviour Support Assistant
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade C (SCP 4 to 6)
Salary:	£18,895 – actual starting salary per annum Annual progression to top of the Grade C (£19,532 actual salary per annum)
Hours:	36.25 hours per week x 38 weeks of the year (term time only) Monday to Friday 8.15am – 4.00pm (includes a daily 30 minute unpaid break)
Reporting to:	Reset Team Leader
Responsibility for:	No line management responsibilities

Purpose of the Job

Work under the direct instruction of the Reset Team Leader to support the operation of the Reset and Refocus rooms and the Triage and Restorative process.

Key Responsibilities

Monitoring and Planning

- Coordinate the use of resources for the Reset and Refocus rooms.
- Organise and communicate staff rotas for detentions.

Supporting Students

- Supervise the Reset and Refocus rooms and Internal Reflection, and work alongside other colleagues responsible for behaviour.
- Supervise and communicate detentions to parents/carers and chase up students who do not attend detention.
- Ensure detention information is updated each day on Class Charts.
- Ensure the Triage and Restorative process takes place with students, in particular Pupil Premium students, who have been sent to the Reset and Refocus room. The role will work in conjunction with colleagues within the Pastoral system, including Year Teams and those who support SEND and Pupil Progress teams which may cross over from time to time.
- Mentor students, particularly Pupil Premium students, to try to reduce their chances of returning to Reset and Refocus and improve behaviour.
- Provide First Aid when required.
- Monitor Class Charts and log details as required.

Communications

- Contact parents and carers to arrange/discuss detentions, particularly with Pupil Premium students.
- Liaise with Senior and Middle Leaders as appropriate.
- Liaise with SEND team and Pupil Progress team. General
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school, particularly regarding closing the progress gap for Pupil Premium students.
- Undertake administrative tasks associated with the role.
- Any other duties commensurate with the grading of the post as may be required.

Working Conditions

- Normal office environment

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 5 (C) / Level 2 qualification, or equivalent training / experience	✓	
First Aid qualification or willingness to obtain (training will be provided)	✓	
Experience		
Working with or caring for children aged 11 - 19	✓	
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓	
Capacity to take responsibility and show initiative	✓	
Ability to work actively, productively and flexibly as part of a team	✓	
Confident user of ICT, including Microsoft Office packages	✓	
Good written skills and ability to communicate effectively with people at all levels	✓	
Awareness of data protection and confidentiality	✓	
Basic First Aid awareness		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Proactively generates positive working relationships	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College