###### JOB DESCRIPTION

**Job Title:** Behaviour Support Assistant

**(Section / Unit if known)**

**Reporting To:** Deputy Head of Prep School

**Job Purpose:**

To be responsible for the efficient and effective behaviour support provision, ensuring every child is supported to achieve their full potential. To assist with administrative support

/typing for behaviour as required. Supervise students throughout the day, preparing and collating student information.

**Main Duties and Responsibilities:**

* To work alongside the Deputy Head of Prep School ensuring high standards of punctuality, attendance and behaviour for learning.
* Assisting with the provision of administrative support for the behaviour alongside behaviour lead, DDSL and SENdco.
* Establish positive relationships with parents/carers and outside agencies working in health; the police; social care and youth. in order to promote the well-being of all students.
* To mentor vulnerable groups of students who are at risk of underachieving.
* Maintain and update student behaviour records as appropriate .
* To promote a positive ethos and rewards in line with the Behaviour policy.
* To work with the Designated Safeguarding Lead, following the correct policies and procedures to ensure all students achieve and are safe.
* Respond to and assist students at break and lunch.
* Assist with paperwork required by the Behaviour lead including filling and photocopying.
* Maintain and update student records on Arbor/CPOMS.
* To liaise with outside agencies as appropriate under direction.
* Promotion of high standards of behaviour and learning. supporting and monitoring interventions for behaviour, learning and achievement.
* Check in within transition times including lunch hall playground and corridors regularly, responding to pupils needs and situations.
* Participate in regular review and planning session of targeted students — contributing to information log and target-setting.
* One-to-one support.
* Mentoring and advising students where necessary.
* Participating in training and development programme.
* Attend meetings where necessary.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.