

Behaviour Support Assistant (Grade D)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by promoting positive behaviour and embedding robust administrative processes.

Your responsibilities

- Supervise a behaviour support room, ensuring a calm and structured environment, helping students to self-regulate and address changes to their behaviour in the future .
- Co-ordinate the administration function, producing documents, reports, emails and letters.
- Liaise with staff, parents/carers and external agencies
- Maintain computerised and manual records for the school
- Administer and record appropriate sanctions
- Analyse data and produce reports on students' behaviour
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Support the wider administration team to offer resilience and provide cover
- Proactively promote the school, leading tours for prospective parents/carers as necessary

Grading criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

Behaviour Support Assistant (Grade D) Person Specification

Qualifications	<ul style="list-style-type: none"> • NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience. Essential • GCSE (or equivalent) in English and Maths Essential
Experience	<ul style="list-style-type: none"> • Administrative Experience Essential • Administrative experience in an educational setting Desirable
Key skills	<ul style="list-style-type: none"> • Excellent organisational skills and ability to meet deadlines Essential • Good knowledge of ICT Essential • Excellent team player Essential • Able to use own initiative Essential • Maintain confidentiality and adhere to Data Protection regulations at all times Essential • Able to fulfil all aspects of the role with confidence and fluency in English Essential
Values	<ul style="list-style-type: none"> • Ambitious: works hard, has the highest standards and is positive for the future. Essential • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential • Collaborative: builds strong relationships and networks. Essential
Job Evaluation	<p>JE Job Number: AD4</p> <p>JE Score: 358</p> <p>Grade: D</p>