Children & Young People’s Service

**Scarborough Pupil Referral Service**

**JOB DESCRIPTION**

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| **POST:** | | **Behaviour Support Assistant** | | |
| GRADE: | | Grade E | | |
| RESPONSIBLE TO: | | Behaviour Support Manager | | |
| RESPONSIBLE FOR: | | None | | |
| POST REF: | |  | JOB FAMILY: 7 |  |
| **JOB PURPOSE:** | To work, under the direction of the Behaviour Support Manager to support teachers and teaching assistants with the management of behaviour.  The post holder will work across the school in class rooms and private study rooms with individual pupils or groups to ensure access to learning activities and pupil and staff safety.  Additionally, the postholder will provide support to the Behaviour Support Manager by assisting with Health & Safety responsibilities, mini bus management and caretaking duties. | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| **Supporting Learning & Development** | * Participate in all aspects of the management and improvement of pupil behaviour and the prevention of poor behaviour by supporting teaching and support staff in maintaining discipline and following up incidents. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. * Undertake Securicare RPI training and be prepared to take the lead in any necessary physical intervention in order to ensure the safety of pupils and staff. * Encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities. * Be responsible, under the direction of the Behaviour Support Manager for the supervision of pupils participating in private study room activities. * Ensure morning entry procedures are observed and provide supervision to pupils at break, lunch time and in ‘catch up’ sessions. * Support and assist in the development and implementation of appropriate behaviour management strategies. * Escort and supervise pupils on educational visits and out of school activities under the supervision of a teacher. * Provide teaching assistant support to teachers to cover periods of absence by the postholder. | | | |
| **Communication** | * Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals * Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies | | | |
| **Sharing Information** | * Ensure completion of records and documentation as necessary and help with the maintenance of files and data used within the behaviour administration systems. * Ensure the Placement Support Officer receives relevant information about pupil behaviour in order to update parents/carers. * Assess, record and report on pupils’ attainment and progress within assessment and reporting processes * Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters * Assist in the induction and development of classroom support staff, cascading information and good practice * Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality * Participate in staff meetings * Share information confidentially about pupils with teachers and other professionals as required | | | |
| **Safeguarding and Promoting the Welfare of Children & Young People** | * Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate. | | | |
| **Administration/Other** | * Assist the Behaviour Support Manager with the accurate and timely recording of all serious incidents and catch up sessions * Participate in appraisal, training and other learning activities * Support the use of ICT and adhere to relevant policies * Undertake other administrative tasks as required | | | |
| **Data Protection** | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality | | | |
| **Health and Safety** | * To assist the Behaviour Support Manager to carry out Health and Safety duties including ensuring that relevant health and safety policies and risk assessments are in place and are followed. * To attend relevant Health and Safety training sessions * Be aware of and implement your health and safety responsibilities as an employee. | | | |
| **Equalities** | * Promote inclusion and acceptance of all pupils * Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values | | | |
| **Flexibility** | * North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures | | | |
| **Customer Service** | * The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values | | | |
| Date of Issue: | 20th November 2017 | | | |

**PERSON SPECIFICATION**

**JOB TITLE: Behaviour Support Assistant**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * Good understanding of child/ young people’s development and learning processes * Understanding of individual children and young people’s needs * An understanding that children/Young people have differing needs and knowledge of inclusive practice * Knowledge of Behaviour Management Techniques * Knowledge of Health and Safety Legislation | * Knowledge of Child Protection policies & Procedures |
| **Experience** |  |
| * Appropriate experience working with children in an education setting * Experience of RPI | * Experience of delivering evidence- based interventions that accelerate learning |
| **Personal Qualities** |  |
| * Demonstrable interpersonal skills * Ability to work successfully in a team * Able to exercise judgement * Confidentiality * Flexibility | * Creativity |
| **Occupational Skills** |  |
| * Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers * Behaviour management * Good reading, writing and numeracy skills | * Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe |
| **Qualifications** |  |
| * Relevant NVQ Level 3 or equivalent or a willingness to work towards | * Appropriate first aid training * An appropriate Health and Safety Qualification |
| **Other Requirements** |  |
| * Enhanced DBS clearance * To be committed to the school's policies and ethos * To be committed to Continuing Professional Development * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours and attitudes * Ability to use authority and maintaining discipline * An empathy for equality & diversity |  |

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas.