

# THE HOLT SCHOOL

Holt Lane

Wokingham

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[www.holtschool.co.uk](http://www.holtschool.co.uk)

## Behaviour support assistant

**Salary: Grade 4 SCP 7-11: £25,584-£27,269FTE per annum.  
Actual salary £17,309 - £18,449 per annum**

**30 hours per week**

**Monday to Friday 08:30 am to 3:30 pm. Term time only**

**Start date: January 2025**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

A behaviour support assistant is required to support students with behavioural needs on a 1:1 basis.

The Behaviour Support Assistant will play a key role in supporting the effective management of our Behaviour for Learning Policy. The successful individual will be required to build and maintain strong relationships with our students.

You will primarily be based in our Learning Link department and our internal inclusion room - a provision for students who have been removed from their lesson following less than expected behaviour, and will ensure that these students are actively engaged in independent learning and reflection.

The successful candidate will have a good standard of education including grade 4/C GCSE or equivalent in maths and English. Previous experience working with students with behavioural needs would be advantageous.

**Application forms and recruitment pack are available to download from the school [website](#)**

**Please note that we are unable to accept CVs.** If you would like to discuss this post, please contact Elizabeth Griffiths, SENCo.

Completed application forms should be emailed to [holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

This 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 posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing Date: 9am, Monday, 13<sup>th</sup> January 2025**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	Behaviour support assistant	<b>Name:</b>	
<b>Reports to:</b>	SENCo	<b>Issued:</b>	
<b>Grade/Pay Scale:</b>	4	<b>Hours of work/FTE</b>	30hrs per week, term time only
<b>Employment Status</b>	Permanent		

To be line managed by: SENCo

**Job purpose:** To manage students who are removed from lesson due to having made negative behaviour choices and ensure that they engage in independent work and reflection

**Departmental/ Team Purpose:** The purpose of the department is to meet the educational needs of children and young people within the school.

Main Tasks/Accountabilities:

1. Work with the pastoral team to ensure that our Behaviour for Learning Policy is implemented throughout the school day.
2. Help manage the day to day running of the internal inclusion room, ensuring that students who are removed from lessons for negative behaviours are engaged in independent work and reflection.
3. Support the day to day running of the internal inclusion room (for students who are required to be out of lessons for a longer period of time) as required.
4. Work alongside colleagues on the pastoral team and senior leadership team to support students to make good behaviour choices.
5. Attend any meetings relevant to the pastoral teams as directed

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Learning Support Specialist (LSS)</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓

<b>Skills</b>		
Previous experience of working with young people	✓	
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Good communication – orally and written	✓	
Good IT skills		✓

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

<b>Committed to:</b>		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓