# LogoWhittington Green School

# Post: Behaviour Support Assistant

**Responsible to:** Inclusion Manager

**Weeks:** 40 – to include Summer School week (GCSE Results Week)

**Hours:** 37 hours Monday to Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm

**Grade:** 8

**Job summary:** We are seeking to appoint a hardworking and reliable behavioural support assistant to support our student services. The successful candidate will have excellent communication skills, be a good team player and enjoy working around young people.

The job will involve delivering/supporting pastoral support programmes to small groups or individuals to improve their attitudes and behaviour. To provide supervision of students in Reset and Reflection, preparation and collation of student information for meetings. Providing lesson cover as required.

It will be necessary to work with information technology and associated systems and, where appropriate, existing technology agreements and consultative procedures will be applied in accordance with the school’s policies

**General duties and responsibilities:**

* To deliver/support work programmes to small groups or individuals in KS3/KS4 to improve their attitudes and behaviour.
* To support class/coursework requirements of KS3/KS4 students.
* To support, track and observe students in mainstream classes.
* To collate appropriate work and supervise students in Reset and Reflection.
* To maintain records and undertake daily administration.
* To provide mentoring and support to identified individual students.
* Work alongside outside agencies.
* To supervise students in after school detention.
* Invigilate examinations.
* Accompany teaching staff and students on educational visits.
* Contribute to the overall ethos, aims and work of the school.
* Be aware of, uphold and contribute towards the development of the school policies and procedures.
* Participate in appropriate school-based meetings and training activities.
* Undertake any administrative duties relevant and appropriate to this post.
* Undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

**The post holder will also be expected to:**

* Take an active part in appraising their own work against agreed priorities and targets in accordance with the school performance management and supervision arrangements.
* Undertake any necessary training associated with the duties of the post.
* Maintain confidentiality at all times and to observe data protection guidelines.
* Understand and comply with the school equal opportunities and other policies.
* Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.

**All staff are expected to:**

* work in accordance with the school’s aims and policies.
* work towards creating a pleasant and welcoming environment throughout the school.
* contribute to the school’s guidance and support programme.
* demonstrate a commitment to the use of ICT to enhance teaching and school systems.

**Whittington Green School**

**Person Specification**

**Post: Behaviour Support Assistant**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** | | | |
| Previous experience within a school environment  English and Mathematic - equivalent of Grade 9-4/A-C  Working with young people with challenging behaviours in a variety of settings including education  Working in a multi-disciplinary team  Working with and supporting parents/carers of young people with challenging behaviours  Working with outside agencies | √  √  √  √  √ | √ |
| **Skills and knowledge** | | | |
| Ability to work independently  Able to co-ordinate a variety of tasks simultaneously  Able to prioritise workload and work well under pressure  Excellent organisational skills  Able to promote good relationships with students, parents, staff and visitors  Knowledge of all school-based systems | √  √  √  √  √  √ |  |
|  | | | |
| Good ICT skills  Initiative/forward thinking  Forming positive relationships with students and staff  Good organisational skills  Effective time management  Able to manage resources  Able to analyse electronic data  Present reports using data | √  √  √  √  √  √  √  √ |  |
| **Dispositions** | | | |
| Enthusiastic  Positive  Well motivated  Well organised  Enjoys working with children  Able to use own initiative | √  √  √  √  √  √ |  |
| **Job Specific Requirements** | | | |
| Willingness to undertake further professional development | √ |  |