

JOB DESCRIPTION

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

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

BEHAVIOUR SUPPORT COORDINATOR

Key Purpose

The Behaviour Support Coordinator will:

- Promote positive values, attitudes and good student behaviour, dealing promptly with incidents, in line with school's behaviour policy.
- To support the Assistant Head Pastoral in providing a consistent and effective approach to Behaviour Management across the school;

Overall

- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role. There will be the opportunity for the right candidate to be DSP trained to support safeguarding across school.
- Be actively involved in responding to behaviour incidents as they arise.
- Establish productive working relationships with students, acting as a role model and setting high expectations of work and behaviour;
- Show an understanding of the functions of behaviour;
- Monitor and analyse behaviour patterns across King James Academy and highlight students for targeted support;
- Work with staff and students to address the underlying causes of unwelcome behaviour through positive behaviour strategies and interventions, helping to equip students with the tools to regulate and understand their behaviour;
- Contribute to, as appropriate, reports and referrals for students with whom you have been working e.g. part time timetables, NHESC/NHPSS, NESSie;
- To support students both at risk and returning from exclusion, through assisting with the writing, implementation and monitoring of effective behaviour plans;
- To manage the day to day operation of the reflection room:supervising students, ensuring work is completed, rules are upheld and feedback is provided to staff.
- To coordinate the administrative process of internal and external exclusions, liaising with the Heads of Year for a full understanding of the circumstances.
- Attend training or meetings as required;
- Undertake such other duties as the Leadership team may reasonably require.

Personal and Professional Conduct:

- Demonstrates a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy.
- Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality.
- Understands and acts within the statutory frameworks which set out professional duties and responsibilities.
- Carry out all duties with due regard to confidentiality and data protection regulation.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Values:

- Accepts accountability for achieving the highest possible standards in their own work and conduct and to be able to be self-critical and reflective.
- Acts with honesty and integrity at all times.
- Forge positive professional relationships.

General:

- Abide by the Health & Safety at Work Act.
- Take responsibility for improving performance through appropriate professional development, by attending training opportunities and responding to advice and feedback from colleagues.
- Respect confidentiality.
- Work within the Academy and Trust policies and procedures.
- Comply with the Academy and Trust no smoking policy.
- Participate and contribute to team meetings.
- Co-operate and liaise with departmental colleagues.
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to raising the profile of the academy.
- Make a positive contribution to the wider life and ethos of the academy.
- Deploy support staff effectively (where available).
- To undertake such additional duties as are reasonably commensurate with the level of this post.

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The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Pupils.