THINKING SCHOOLS ACADEMY TRUST

Job Description

JOB TITLE	Behaviour Support Coordinator
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Assistant Principal – Behaviour & Attitudes

Job Purpose

To staff the Reset Room provision in order to meet the C System referrals, and to conduct restorative work with pupils to aid positive behaviour. To ensure the effective day to day organisation, coordination, supervision of pupils and support the Reset Room.

The role of the Behaviour Support Coordinator is to ensure the smooth running of the Reset Room, through accurate record keeping and communications with stakeholders at all levels, which is both timely and effective.

Duties and Responsibilities

As part of the Reflection Area's practice:

- Support behaviour/learning across the curriculum.
- Keep a record of students' learning and behaviour difficulties for future reference.
- Develop skills necessary to work effectively with SEN/Behavioural Difficulties students.
- Report to Assistant Principal i/c Behaviour & Attitudes on individual students' learning and behaviour.
- Comply with the Academy performance management system.
- Attend recognised training as suggested by the Line Manager.
- Maintain health and safety within the working confines, as outlined by the line manager.
- Attend non-pupil days/evenings.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out any other tasks as directed by the Head of School or Line Manager.

Specific to this post:

- Provide a point of contact for pupils referred to the Reset Room under the C System, record referral data and administer the follow up actions required
- Conduct restorative discussions with pupils referred to the Reset Room
- Act as mentor and advocate for pupils referred to the provision, to diffuse situations or help a student to regulate their behaviour and move forward with their day

- Manage the behaviour and expectations within the Reset Room alongside SLT to correct negative behaviours
- Judge the room and be proactive or seek advice to ensure the room is a positive environment for learning
- Liaise on a daily/weekly basis with the Assistant Principal i/c Behaviour & Attitudes to help with the management of number of students that attend the room
- Work closely with House teams to discuss and support strategies to help students improve and maintain positive behaviour within the classroom
- Record all pupil visits to the Reset Room, detentions and periods of isolation both on paper and electronically (Classcharts/SIMS and Spreadsheet)
- Monitor behaviour data and communicate this to relevant staff to ensure the Rewards and Behaviour policy is being met consistently.
- Manage and lead the centralised detention system alongside with Assistant Principal i/c Behaviour & Attitudes
- Ensure detention notifications are issued in good time and that pupils complete detentions issued and follow-up action taken
- Promote the Academy's Uniform Policy and issue rewards and sanctions alongside House teams
- Manage and run Uniform detentions in the RR at lunchtime.
- Support 1:1 learning pupils in the Reset Room, with work provided by faculties up to and including GCSE level work and return this work to the teachers when needed
- Have a sound knowledge of SEND and make decisions alongside the House and Learning Support teams to support these students
- Deal with parental / carer enquiries, written, telephone, or face to face in school as appropriate
- Maintain and distribute to all staff, regular up to date records on pupil Reset Room visits
- Screen all pupils for reasons for referral to the Reset Room through the C System, collate, analyse and report back to relevant staff
- Be able to use of ICT and CCTV
- Liaise with Attendance Officer to monitor pupils' attendance patterns
- Liaise with Safeguarding Officers when required
- Recommend referrals for pupils to other Academy and external interventions
- Escort pupils to/from lessons and detentions as required
- May be directed to work at either Academy site at short notice
- Undertake exam invigilation as required
- Supervise and manage the Reset Room during break and lunch times.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Paignton Academy School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Behaviour Support Coordinator.

Name: Signed: Date:

PERSONAL SPECIFICATION
Behaviour Support Coordinator

	Essential	Desirable
Ability to work independently and with supervision	✓	
Ability to form positive relationships with children, young people and adults	✓	
Effective communication skills	✓	
Able to respond calmly to challenging situations	✓	
Evidence of effective use of pupil data	✓	
Ability to work well in a team	✓	
Ability to be flexible and versatile	✓	
Ability to deliver numeracy and literacy skills work to individual pupils		✓
Recent experience of working with young people on positive behaviour programmes or interventions	✓	
Basic knowledge of the SEND Code of Practice		✓
Basic knowledge of restorative justice programmes	✓	
Good standard of education to include 5 or more Grade C GCSE level or equivalent, including English and Maths		✓
Sense of humour	✓	
Effective computer skills to include use of Word, Excel and PowerPoint	✓	
Ability to access and input information on to the SIMS System and develop spreadsheet data records	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	