



Exmouth  
Community  
College  
Academy Trust

Job Pack

# Behaviour Support Lead

Permanent

NJC Grade D (SCP 7 to 12)

**Closing Date:** 10<sup>th</sup> January 2025 at 10.00am

**Interview Date:** To be Confirmed

# Job Description

<b>Title:</b>	Behaviour Support Lead
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade D (SCP 7 to 12)
<b>Salary:</b>	£20,915 – actual starting salary per annum Annual progression to top of the Grade D (£22,653 actual salary per annum)
<b>Hours:</b>	36.25 hours per week x 38 weeks of the year (term time only) Monday to Friday 8.15am – 4.00pm (includes a daily 30 minute unpaid break)
<b>Reporting to:</b>	To be confirmed
<b>Responsibility for:</b>	No line management responsibilities

## Key Responsibilities

- To manage, supervise and provide support for students within the Reset Room, in accordance with the expectations and culture set out by the school, ensuring students can access pre-set learning and make outstanding progress.
- To help establish and maintain positive behaviour strategies and proactively support students to regulate and improve their behaviour for learning, to prepare them to re-engage with lessons.
- To provide a positive environment that helps students to regulate, reflect and return to lessons and learning. Facilitate a calm and purposeful environment for students who have been unable to sustain appropriate behaviour for learning in their lessons.
- Liaise with Heads of Year to ensure the most vulnerable students are supported to engage in school life.
- Work closely with parents and professionals sharing strategies to support students to remain in lessons, feeding into school-based plans.
- Liaise with staff to ensure students can access work programmes both on and offline.
- Implement agreed work programmes and one-to-one support to ensure learning continues.
- Liaise with other schools regarding the use of the Shared Reflection Space.
- Manage communication with parents and carers through use of phone, email and written formats.
- Undertake general clerical/administrative and IT based support eg ClassCharts for the team, including Reset room and detentions. (Training will be provided)
- Provide data regarding Reset room and detentions, as requested.
- Assist with lunchtime supervision of students when required.
- To contribute to the effective working of the School.
- Maintain positive, professional relationships with students, parents / carers and teachers.
- Maintain a presence around the School to ensure that the highest standards of behaviour and site-usage are upheld.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Any other duties commensurate to the post.

## **Working Conditions**

- Normal office environment / outdoors – exposure to weather conditions

## **Physical Demands**

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

## **Additional Criteria**

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

# Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
<b>Qualifications</b>		
5 GCSE grade passes at C / 4 or above	✓	
Level 3 – A Levels, Vocational or other post-compulsory qualifications	✓	
Degree or equivalent		✓
<b>Experience</b>		
Experience of working with young people, either in education or another similar setting.	✓	
Experience of managing situations that may involve de-escalation.	✓	
Proven success working with young people.	✓	
Competent use of Microsoft Office software and/or similar tools.	✓	
Knowledge of good practice in meeting the needs of young people, particularly those who may be vulnerable and/or exhibit challenging attitudes.	✓	
Experience of working with young people who may find mainstream education challenging.		✓
An understanding of the dynamics of working in a secondary school		✓
<b>Skills and Knowledge</b>		
The ability to manage and motivate young people whilst ensuring the behaviour management policy is adhered to.	✓	
To be an outstanding role model for children and colleagues.	✓	
To embrace the 'warm strict' approach to behaviour management.	✓	
Confidence to insist on high levels of compliance, but also to have empathy for young people.	✓	
Strong professional interpersonal communication skills, and the ability to defuse potentially confrontational situations.	✓	
Creativity to help shape the new systems in the school.		✓
Strong organisational skills.		✓
The ability to embrace and promote change.		✓
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<b>Personal Qualities</b>		
Passionate about supporting young people to exceed their potential.	✓	
A strong commitment to educational inclusion and diversity.	✓	
A positive, solution focused approach.	✓	
Discretion.	✓	
Excellent timekeeping.	✓	
Resilience under pressure.	✓	
A calm, team player.	✓	

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