**JOB DESCRIPTION & PERSON SPECIFICATION**

**Behaviour Support Officer – North Chadderton School and Sixth Form**

**Grade 5 SCP 18 – 23 £29,269 - £ 32,076 (Salary will be pro-rata)**

**36 hours 40 minutes per week**

**Term Time only plus 1 day**

**Purpose of Post**

To support the Behaviour Lead in overseeing the general welfare, progress, behaviour and overall pastoral needs of students and to address pastoral needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.

**Reporting to**

The postholder will report to the SLT lead for standards and expectations.

**Responsible for**

None

**Main Areas of Responsibility**

**Behaviour for Learning:**

* To support the consistent implementation of the academy Behaviour Policy
* To be responsible for the calm and purposeful entrance and exit of students into/out of the academy.
* To work with the other members of the behaviour team as a unit to ensure students are monitored and supervised before school, during break and throughout lunch.
* To be responsible for calm and purposeful movement around the academy between lessons
* Managing late detentions every afternoon
* Ensuring that students enter the building in full academy uniform and if not, following the agreed procedures.
* Ensuring that follow up action is taken for students failing to meet academy standards.
* To follow through any issues to do with behaviour as required by the academy Senior Leadership Team, for example, taking student statements regarding incidents and passing these on to relevant colleagues.
* To informally mentor students on PSPs, supporting successful achievement of targets reports in relation to student progress on PSP. This may include supporting in lessons as appropriate.
* To ensure that all issues that relate to student safety such as allegations of bullying are passed on to academy colleagues, in a timely manner, for further investigation as required.
* To be responsible for supervising students internally excluded; or exited from lessons.
* To liaise with the Head of subject & Head of Year to deliver the curriculum offer for the students attending the Reflection Room and the re-integration back into mainstream lessons.
* To liaise with teaching staff to ensure appropriate work is provided and appropriate provision is in place.
* To liaise with parents/carers and relevant APs and subject staff to ensure smooth transition to and from internal exclusion.
* To be responsible for maintaining a calm and purposeful learning environment
* To promote the academy favourably in the community

**Reflection Room :**

* To be a role model for the students in the Reflection Room
* To provide the students with very clear expectations of conduct, in line with those for all academy students
* To ensure that follow up action is taken for students failing to meet academy code of conduct while internally excluded.
* To follow through any issues to do with behaviour as required by the Academy Senior Leadership Team, for example, taking student statements regarding incidents and passing these on to the relevant colleagues.
* To ensure that all issues that relate to student safety & welfare as allegations of bullying are passed on to academy colleagues, in a timely manner, for further investigation as required.

**Organisation and Communication :**

* Communicating with the Co-Headteachers, Senior/Assistant Directors, Heads of Year and other staff as required
* Participating in duty rota for supervision of lunch and break duties, as required
* Organisation of meetings as required by the Assistant Director
* Organisation of paperwork/records as required by the Assistant Director
* To follow all relevant child protection, child safeguarding or welfare concerns protocols & procedures
* Organisation of meetings with parents/carers, documentation, confirmation, booking room etc when requested by the Assistant Director
* Communication with parents/carers when requested, e.g., uniform, sickness etc.
* Participating in duty rota for supervision of Reflection unit

**Key Organisational Objectives**

The postholder will contribute to the academy’s objectives by:

* Following Health and Safety requirements and initiatives as directed.
* Sharing the Academy’s commitment to safeguarding and promoting the welfare of children and young people.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Ensuring customer care and quality assurance initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people

**Culture:**

* Responsible for Health & Safety, security and welfare of self and colleagues in accordance with The Oak Trust policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with The Oak Trust policy relating to the promotion of Equality, Diversity and Inclusivity.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The academy will endeavour to make any necessary reasonable adjustments for the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The Oak Trust are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

**Behaviour Support Officer Person Specification**

|  |  |  |
| --- | --- | --- |
| **E = Essential D = Desirable A = Application I = Interview**  **N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview** | Essential or Desirable | Application/Interview |
| Qualifications |  |  |
| GCSE Maths and English minimum grade 4 or equivalent | E | A |
| Degree (or equivalent) | D | A |
| Knowledge |  |  |
| Knowledge of the academy behaviour policy | E | A, I |
| Knowledge of the range of barriers to learning that students face | E | A, I |
| Training in child protection and safeguarding procedures | E | A, I |
| Basic knowledge of first aid e.g., emergency first aid course | E | A, I |
| Experience |  |  |
| Two years’ experience of working in a school or educational establishment | E | A, I |
| Experience of dealing successfully with a range of behaviour issues | E | A, I |
| Experience of working with staff to ensure excellent behaviour for learning | E | A, I |
| Experience of working with families | E | A, I |
| Experience of supervising a group of students for detentions, referral and internal exclusion as appropriate | E | A, I |
| Experience of working with challenging students and finding ways in which we can meet their needs more successfully | E | A, I |
| Skills and Abilities |
| Full working knowledge of relevant policies/codes of practice | E | A, I |
| Understanding of principles of student development and learning processes | E | A, I |
| Ability to plan effective actions for pupils at risk of underachieving | E | A, I |
| Effective use of ICT | E | A, I |
| Understanding of a range of welfare issues that may be affecting students and their families | E | A, I |
| Well developed interpersonal skills to be able to relate well to a wide range of people | E | A, I |
| Effectively manage students’ movement around the academy particularly during break and lunch times | E | A, I |
| Work constructively as part of a team whilst being able to demonstrate initiative | E | A, I |
| Good communication skills | E | A, I |
| Personal |  |  |
| Enthusiasm for and commitment to the achievement of the Academy’s overall vision for success at all levels. | E | A, I |
| Motivation to work with children and young people | E | A, I |
| Ability to build and sustain professional standards, relationships and personal boundaries with children and young people | E | A, I |
| Emotional maturity & resilience in dealing with challenging behaviours | E | A, I |
| Ability to contribute towards creating a safe and protective environment | E | A, I |
| Empathy with the aims and objectives of The Oak Trust | E | A, I |
| Willingness to continue professional development | E | A, I |
| Commitment to maintaining high standards and expectations | E | A, I |
| Commitment to contributing to academy life as a whole | E | A, I |
| Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students | E | A, I |