



Many Minds One Heart

# Northfield School & Sports College

## Job Description

**Job Title:** Behaviour Support Officer

**Responsible To:** Assistant Headteacher

**Responsible To:** Assistant Headteacher

**Grade:** H point 14 - 17

**Working Time:** 37.5 hours per week term time only (8:00-16:00)

**Holidays:** School holidays

### KEY PURPOSE OF THE JOB

To support a range of pupils to achieve their full academic potential. Working closely with subject teachers and other staff, you will assist in identifying barriers to learning and plan and deliver effective support in order to raise achievement.

### SPECIFIC RESPONSIBILITIES

- To be a visible presence around the school site - providing supervision to pupils at the start and close of the day, at points of transition and during social times.
- To provide responsive assistance to teaching staff in supporting the school behaviour and rewards strategy as part of the 'on call' system - attending incidents as required
- Work closely with teachers and senior leaders to identify what support would assist identified pupils to improve their behaviour
- To support the school detention system
- To provide one-to-one and small group support for targeted pupils to promote good behaviour
- Liaise with Heads of Year and other staff to identify key pupils in need of support (in particular Pupil Premium)
- Conduct interviews with pupils to identify barriers to learning
- Provide in class support for pupils to improve their behaviour
- Ongoing communication with teaching, associate and pastoral staff
- To work closely with leaders to reduce fixed-term exclusions
- To support leaders in conducting investigations, as required, following breaches of the school's behaviour policy. This will include collating statements and making recommendations to the senior leadership team.
- To attend pastoral meetings and share information about pupils as required

### OTHER RESPONSIBILITIES

- To establish and maintain suitable record keeping systems that will demonstrate the scope and effectiveness of this initiative
- Research and analysis; to keep up to date with information and resources relevant to these areas of work
- To accompany pupils on off-site educational visits (where applicable)
- Any other duties within the scope of the grade as the post develops

## **SUPPORT FOR THE SCHOOL**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

## **SCHOOL ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils.
- Demonstrating consistently high standards of personal and professional conduct.

## **CONDITIONS OF SERVICE**

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

## **SAFEGUARDING and Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

## **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

## **EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. You may be expected to carry out any other duties that may reasonably be required in line with your main duties as directed by the headteacher.