



REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Behaviour Support Officer
HOURS:	37 Hours Term Time Only plus 5 training days Monday to Thursday 8.30am - 4.30pm Friday 8.30am – 4.00pm 30 minutes lunch break
RESPONSIBLE TO:	Head Teacher
LINE MANAGER:	Behaviour Manager
JOB PURPOSE:	To support all staff managing behaviour

MAIN DUTIES AND RESPONSIBILITIES:

1. Manage students within isolation, ensuring behaviour is impeccable and suitable work is completed for each student.
2. Liaise with subject staff to ensure suitable work is set for students in isolation.
3. Make phone and/or email contact with parents as required to arrange detentions and isolations.
4. Where necessary, collect students from class if they are refusing to cooperate with staff and defuse conflict.
5. Assist students and staff to successfully complete restorative conversations after a sanction.
6. Use detention and isolation data to identify trends in behaviour incidents and report to Behaviour manager for the weekly report.
7. Resolve issues daily regarding non-attendance of detention or non-compliance by contacting parents and rearranging sanctions.
8. Monitor and facilitate the lateness system.
9. Update the necessary logs each day.
10. Inform relevant staff about arrangements for internal exclusion for particular pupils.
11. Seek and implement (with SLT approval) improvements to the smooth running and effectiveness of the isolation unit.
12. When necessary, when students miss buses due to detention, use the school cars to transport them home.
13. Line Manage the Behaviour Support Assistant

OTHER DUTIES AND RESPONSIBILITIES

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.