

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Behaviour Support Officer	Location	The Hart School, Rugeley, Staffordshire
Salary	Grade 6, SCP 9-15 (£22,712 to £25,021 per annum actual salary)	Hours	Term-time only: 37 hours per week
Department	Pastoral Team	Reports To	SLT link for Behaviour

JOB PURPOSE:

To contribute to the overall achievement of students by developing positive behaviour and learning habits. To support students who need additional help with behaviour management to overcome barriers to learning. To support the year team in implementing the school improvement plan.

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- Establish positive relationships with students and their families.
- To support the safeguarding of all students and participate in multi-agency meetings as appropriate.
- To have a high profile during lessons and unstructured times, to ensure good punctuality and to promote a calm and productive environment.
- To respond to on call and to support patrol
- To monitor the truancy hotspot areas to prevent truancy and damage to school property.
- To support the Internal Exclusion/Reflection room and to provide cover for other allocated staff as appropriate.
- Ensure that all workspaces are well presented and are maintained in line with school health and safety expectations.
- Support after school detentions and support the attendance of centralised detentions.
- Complete gate duties as directed by the SLT support.
- To be on duty, as directed, across the school during breaks.
- Liaise regularly with parents and carers and work collaboratively with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To contribute to the completion and implementation of a Student Support Plan, which clearly identify a students' needs, the stakeholders actions and clear consequences of breaching the agreement as well as attending regular review meetings as required.
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention.
- To ensure relevant work is sent home or given to students who are not able to be educated at The Hart School.
- To support the running of re-admission meetings and to ensure accurate records are kept on SIMS and Class Charts.
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed by the Vice Principal for Behaviour & Attitudes or the Senior Leadership Team.
- To lead on restorative interventions, which aim to support students positively and sensitively resolve conflict.

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- To ensure new students receive a behavioural induction and that expectations are made clear.
- Support the promotion of parent and carer evenings and take action to improve attendance to these events.
- Provide behaviour support in assemblies.
- To monitor and collect outstanding uniform loans.
- To maintain a high level of confidentiality.

Support for the School

- Work co-operatively with other support and teaching staff.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be aware of and support diversity and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- Be aware of, support and ensure equal opportunities for all.
- Attend and participate in relevant meetings as required.
- Assist with student needs as appropriate during the school day.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Further qualifications relevant to the role
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working of working with students with challenging behaviour • Experience of one-to-one support and group work • Experience of having worked effectively with vulnerable students 	

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KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of implementing a school's behaviour policy. • Knowledge of current developments in education • Understanding of the importance of confidentiality issues 	<ul style="list-style-type: none"> • Knowledge of effective strategies to improve attendance and behaviour • Experience of inter-agency work • Knowledge of Pupil Premium funding and its effective use
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrable experience of building effective relationships with students • Able to develop positive relationships with staff, students and parents • Excellent written and oral communication skills • Able to prioritise workload and meet deadlines • Able to self-evaluate and be a reflective practitioner 	<ul style="list-style-type: none"> • Good ICT skills including an understanding of Arbor
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • A commitment to safeguarding and promoting the welfare of children and young people 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. • A commitment to the Academy Trust's vision, values, aims and objectives 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.