

## Job Description

<b>POST:</b>	Behaviour Support Officer
<b>RESPONSIBLE TO:</b>	Behaviour Support Team Leader and Deputy DSL
<b>SALARY:</b>	NJC Scale 6
<b>LOCATION:</b>	The Telford Park School
<b>WORKING PATTERN:</b>	37 hours, (Term Time plus 1 week)
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>KEY RELATIONSHIPS:</b>	Other Behaviour Support Officers, Heads of House, Teachers, External Agencies, Parents
<b>RESPONSIBLE FOR:</b>	N/A

### MAIN PURPOSE:

#### Purpose of the Role

To support the school in maintaining high standards of behaviour and engagement by supervising students in the Refocus Room, implementing effective interventions, and working collaboratively with staff, parents, and external agencies to promote positive behaviour and reduce suspensions.

### SPECIFIC RESPONSIBILITIES

	<p><b>Supervision &amp; Behaviour Management</b></p> <ul style="list-style-type: none"> <li>Supervise students in the Refocus Room (onsite reset provision) ensuring high standards of behaviour.</li> <li>Ensure students complete appropriate work aligned with the National Curriculum.</li> <li>Provide suitable reflection interventions to help students understand and improve behaviour.</li> </ul> <p><b>Communication &amp; Feedback</b></p> <ul style="list-style-type: none"> <li>Gather and provide feedback to students regarding behaviour and progress.</li> <li>Communicate behaviour updates to parents/carers promptly and professionally.</li> <li>Maintain two-way communication with teachers, teaching assistants, and the wider pastoral team.</li> </ul>
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	<p><b>Data &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Collate, monitor, and review behaviour statistics to identify trends and inform interventions.</li> <li>• Manage and monitor report cards for students as required.</li> </ul> <p><b>Detention Management</b></p> <ul style="list-style-type: none"> <li>• Organise and supervise detentions, ensuring pupils are registered and provided with appropriate work.</li> <li>• Staff detentions and monitor related statistics.</li> </ul> <p><b>Curriculum &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate work and resources are available for students in Refocus, aligned with the National Curriculum.</li> </ul> <p><b>Meetings &amp; Collaboration</b></p> <ul style="list-style-type: none"> <li>• Attend relevant meetings and contribute to discussions on behaviour strategies.</li> <li>• Work closely with the SEND team to provide tailored interventions for students with additional needs.</li> </ul> <p><b>Proactive Behaviour Support</b></p> <ul style="list-style-type: none"> <li>• Support initiatives to reduce suspensions and improve behaviour across the school.</li> <li>• Actively work to reduce student attendance in Refocus by promoting positive behaviour strategies.</li> <li>• Gather student voice to inform behaviour policies and practice.</li> </ul> <p><b>Operational Duties</b></p> <ul style="list-style-type: none"> <li>• Arrange cover for the Refocus Room where necessary.</li> </ul> <p>---</p>
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### Safeguarding Statement

The post holder will be expected to uphold the highest standards of safeguarding and child protection. All duties must be carried out in compliance with the school's safeguarding policies and procedures. The successful candidate will be required to undergo an enhanced DBS check.

### English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

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	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Experience &amp; Knowledge</li> <li>• Previous experience working with children or young people in an educational or pastoral setting.</li> <li>• Understanding of behaviour management strategies and restorative approaches.</li> <li>• Knowledge of safeguarding and child protection procedures.</li> </ul> <p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills to engage effectively with students, parents, and staff.</li> <li>• Ability to manage challenging behaviour calmly and consistently.</li> <li>• Competent in using ICT systems for recording and monitoring behaviour data.</li> <li>• Organisational skills to manage detentions, interventions, and reporting effectively.</li> <li>• Ability to work collaboratively as part of a team and independently when required.</li> </ul> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Resilient, patient, and empathetic with a commitment to supporting positive student outcomes.</li> <li>• Proactive and solution-focused approach to reducing behaviour incidents and exclusions.</li> <li>• High standards of professionalism and confidentiality.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Experience in supervising students in a behaviour support or inclusion setting.</li> <li>• Knowledge of SEND and experience in implementing tailored interventions.</li> <li>• Designated Safeguarding Lead (DSL) qualification or willingness to train.</li> <li>• First Aid qualification.</li> </ul>	
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