

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Behaviour Support Officer	<b>Location</b>	Thistley Hough Academy
<b>Salary</b>	Grade 6 scale point 11 – 17 £27,269 - £30,060 pro rata (£23,452.31 - £25,852.67 term-time equivalent).	<b>Hours</b>	37 hours - Term-time only
<b>Department</b>	Support Staff	<b>Reports To</b>	VP of Culture

## 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:

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- 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 room and to provide cove 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 Thistley Hough Academy.
- To support the running of re-admission meetings and to ensure accurate records are kept on Arbor and CPOMS.
- 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 and other responsibilities** - *this list is not exhaustive and should reflect the ethos of the school)*

- Work co-operatively with other support and teaching staff.
- 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 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## JOB REQUIREMENTS:

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills equivalent to GCSE grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications relevant to the role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of two years' experience of working with students with challenging behaviour</li> <li>• Experience of one to one support and group work</li> <li>• Experience of having worked effectively with vulnerable students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of line management</li> </ul>

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

**This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.**

**The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.**

**The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Director of Research and Development.**

**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.**