



Job Description

Job Title: Behaviour Support, Restorative Practice Lead

Grade Band H (salary details at appendix 2)

Hours: 37 hours weekly / 39 weeks per year

Reporting to: Assistant Headteacher (Student Development and Behaviour)

Main Purpose of Job

To lead restorative practice within the Inclusion area and support the roll out across the wider school.

To provide pastoral support and supervision to students outside of lessons.

To contribute to the team supporting and changing the behaviour of our most vulnerable students.

Supporting vulnerable students and pastoral care.

- Support students to reflect on the behaviour that is hindering their progress and the wellbeing of themselves and others.
- Engage students in reflective conversations about behaviour choices with a view to building positive habits and outcomes.
- Be familiar with the principles of restorative practice and be able to facilitate restorative conversations/meetings where appropriate.
- Liaise with College and teaching staff in order to remove barriers to learning for individuals.
- Contribute to pastoral support plans for individual students aiming to keep them in lessons and being successful as much as possible.
- Coordinate and support restorative conversations between staff and students.
- Support students and staff to understand patterns and triggers for behaviour and so avoid these going forward.
- Mentor students to support successful reintegration into lessons.
- Contribute to the training of staff across the school so that restorative and reflective practice becomes the norm.
- Collate/ produce resources that can be used to support students to reflect on the impact of their behaviour on both themselves and others.
- Communicate with parents as appropriate regarding barriers to learning and support they can offer.
- Liaise with SEN staff to ensure barriers to learning are removed and support for students is in place.
- As required attend Inclusion meetings to discuss the way forward for individual students.

Behaviour Support (BSR)

- Assist in the supervision of the Behaviour Support Room.
- Lead the use of the BSR to ensure that it is a safe and regulating space for students who are in need of short-term intervention.
- Ensure appropriate boundaries are set in the BSR room itself so that it is supportive but structured.

Other

- Flexibility is required to rotate between BSR, LEAP and the Bridge periodically when necessary.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear line management system and access to the College team and the Inclusion Leader, as necessary. Annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Behaviour Support, Restorative Practice Lead

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours over 5 days per week based on 8.00am – 4.10pm Monday – Thursday, 8.00am – 3.40pm Friday.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 39 weeks per year made up of 38 weeks (term time) plus 1 week of Staff Learning Days

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.

b) All holidays are deemed to be taken within school holidays.

c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 statutory days

Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band H (points 18-23) is within the range £31,537 to £34,434, starting point depending on experience and qualifications.

Actual pro-rata salary is calculated as £27,321 to £29,831 based on actual hours, weeks worked and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.