**JOB DESCRIPTION**

**JOB TITLE:**  **Behaviour Support Teaching Assistant**

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| **Purpose:** | To support the Reintegration Room (RR), Hub & CHoiceS staff with their responsibility for the development and education of children. |
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| **Reporting to:** | Deputy Headteacher/ Senior Progress Coordinator/ Curriculum & Culture Lead of the Hub. |
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| **Responsible for:** | Providing behaviour support for students accessing the RR, Hub and Choice. |
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| **Liaising with:** | AHT- Inclusion (SENCo)  Curriculum & Culture Lead of the Hub  CHoiceS Manager  Pastoral Team- Progress Coordinators (Year Leads), Senior Progress Coordinators and AHOKs (Assistant Heads of Key Stage)  Teaching Assistants  Safeguarding Team  Attendance Team  Pupil Premium Manager  Outside Agencies  Parents and Carers  Students |
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| **Working Time:** | 32.75 hours per week (8.00 - 4.00 Mon &Wed, 8.00-3.15 Tues, Thurs &Fri)  Term time only, to include inset days. Hours don’t include break and lunchtimes  Equivalent to 39 weeks |
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| **Salary/Grade:** | Scale 5  Point 9-12 |
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| **Disclosure level** | All positions are subject to an enhanced DBS check as standard practice. |
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| **Date** | September 2025 |

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| **MAIN (CORE) DUTIES**  **The specific duties and responsibilities pertaining to the Learning Assistant (Qualified) are to be read in conjunction with the School’s Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.** | |
| **Support for Staff** | * To actively engage in the delivery of the RR curriculum, educational work programmes and activities developed by Hub staff. * To support the Disruptive Free Learning (DFL) provision and 111 rota by receiving students who have been removed from a lesson, allowing take-up time where necessary, supporting reflection, maintaining a supportive and orderly environment. * To contribute to creating a positive learning environment in the RR, Hub and CHoiceS. * To follow the behaviour management policy through the provision and protocols of the RR and carry out any sanctions that may occur. * To provide ongoing feedback to staff regarding student progress and engagement. * To consult with the appropriate pastoral team members in regard to incidents of challenging behaviour. * To support the Graduated Pathway review process through feedback requests. * To assist with uniform monitoring. * To provide cover in the Hub or CHoiceS if required. |
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| **Support for**  **Students** | * To support the supervision of students in the RR. * To undertake those activities necessary to meet the academic needs of individuals or groups of students which may include students with SEND. * To undertake those activities necessary to foster the intellectual and social development of students. * To monitor individual students and to report problems and concerns to designated supervisor. * To keep up to date with individual student needs and disseminate information where necessary to the Support for Learning team. * To assist with re-integrating and engaging students back into mainstream lessons |
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| **Administration** | * To maintain records of student work completed and any progress concerns, where appropriate and directed to do so. * To support Hub staff with ensuring that resources are kept up to date & student trackers are used to record the completion of work. |
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| **Other related duties** | * To support student personal organisation and communication with home, where appropriate and directed to do so. |
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| **Desirable Skills &**  **Qualifications** | **Professional Qualification:**   * Teaching   or   * Social Work   or   * Nursing   or   * Physio and Speech Therapy   *(Where the qualification is regarded as directly relevant to the needs of the job)*  ***Or***  **Others qualification such as:**   * Certificate of the NNEB * NVQ Level 3 Childcare in Education * BTEC National Diploma in Childhood Studies * City & Guilds Certificate in Learning Support   (plus 3 years relevant experience)   * City & Guilds Advanced Certificate in Learning Support |

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| **Essential personal attributes** | * Ability to work as part of a team and on own initiative and with resilience. * Ability to work within and apply clear protocols and procedures. * Self-motivating with the ability to multi-task. * Good interpersonal skills, and the ability to enthuse and motivate others. * Good communication skills and ability to work with people at all levels. * To be flexible and adaptable. * The ability to remain calm under pressure and take the initiative where required. |
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| **Practical Skills** | * Ability to communicate with young people, both individually and in a group setting. * Able to build constructive relationships with parents and carers * Able to develop and maintain close links and work effectively with staff both within and beyond the school * Able to gather information and produce reports * Confident basic user of ICT. * Good planning and organisational skills and a flexible approach to the management of work. * Ability to prioritise own workload and be well organised. * Good numeracy skills. * Be physically able to assist students in wheelchairs or with other supportive equipment as necessary |
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| **Staff Development** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To engage actively in the Performance Management Review process. |
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| **EMPLOYEE RESPONSIBILITIES:**     * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To promote actively the school’s corporate policies. * To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. * To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. * To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. * To support the school in meetings its legal requirements for worship. * To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. * Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. | |
| * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
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| **HEALTH AND SAFETY**    To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.    Chosen Hill School operates a No Smoking policy. | |
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| **SPECIAL CONDITIONS**    This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.    Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.    The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.    Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. | |
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| **VERIFICATION**    I agree that this job description conveys an accurate description of this job.      **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder) **Date**: \_\_\_\_\_\_\_\_\_\_      **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) **Date** : \_\_\_\_\_\_\_\_\_\_      **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assistant Head, Resources) **Date** : \_\_\_\_\_\_\_\_\_\_ | |

**September 2025**