



## Job Description

<b>Title</b>	Behaviour Support Worker	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 5 Spinal points 12 to 17	<b>Reports to</b>	Inclusion Manager
<b>Job evaluation code</b>	MER029	<b>Date of evaluation</b>	April 2022
<b>Purpose</b>	To support positive student conduct around the school through our behaviour systems including "On Patrol", Daily After School Detention and supervising students in our Supported Study area.		
<b>Key Accountabilities</b>	To assist with and promote key behaviour management processes and procedures across the school.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Students, Staff	None	None
<b>Main duties and responsibilities</b>	<p>In supporting our behaviour systems:</p> <ul style="list-style-type: none"> <li>To provide supervision of students during snack breaks.</li> <li>To support school behaviour management during break time and allocated 'on patrol' duties.</li> <li>To assist in the Supported Study area when required.</li> <li>To analyse data within the behaviour management system and provide reports to teaching and pastoral staff.</li> <li>To carry out other duties within the school, as required (e.g., morning and afternoon duties, supervising pupils in after school activities, off-site activities).</li> <li>Complying fully with school policy, all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments.</li> <li>To support the Pastoral Team in dealing with behaviour issues which may arise throughout the course of a day.</li> </ul> <p>In supervising Supported Study:</p> <ul style="list-style-type: none"> <li>To register and record student attendance.</li> <li>To ensure orderly entry and exit.</li> <li>To maintain high behaviour expectations in line with policy.</li> <li>To instruct students regarding the work provided.</li> <li>To supervise students</li> <li>To provide students with the necessary resources for their learning.</li> <li>To ensure a calm and purposeful atmosphere</li> <li>To follow school systems and procedures on behaviour management.</li> </ul> <p>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder</p>		
<b>Other requirements and responsibilities</b>	Enhanced DBS clearance required.		



**Structure chart**

Assistant Headteacher – Behaviour and Culture



Inclusion Manager



Behaviour Support Worker



## Person Specification

<b>Role</b>	<b>Behaviour Support Worker</b>	<b>School/Department</b>	<b>Maiden Erlegh School in Reading</b>
<b>Grade</b>	Grade 5	<b>Job evaluation code</b>	MER029
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"><li>NVQ Level 2 or equivalent in English and maths.</li></ul>		
<b>Experience</b>	<ul style="list-style-type: none"><li>A proven track record of relevant work with young people in one of a range of fields, including Education, Youth work, Health or Social Services.</li><li>Knowledge and understanding of issues related to Child Protection and confidentiality.</li></ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>Good general communication skills.</li><li>Ability to command and show respect.</li><li>Ability to offer a firm but friendly approach and be self-confident in dealing with young people.</li><li>Excellent time management and effective organisational skills.</li><li>Appropriate confidentiality in approach.</li><li>Willingness to understand the challenges young people face when growing up and develop supportive ways of managing and dealing with these issues.</li><li>Resilience when dealing with vulnerable/ disaffected students.</li><li>A positive attitude.</li><li>A sense of responsibility.</li><li>Ability or desire to drive the school minibuss would be an advantage.</li><li>Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li></ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p>		

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed: Post holder</b>	
<b>Date:</b>	