**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**JOB TITLE:** Behaviour Support Worker Y7-11

**RESPONSIBLE TO:** Headteacher / Deputy headteacher

**SALARY:** Pass Scale 6 (SCP 15 - 20)

**HOURS OF WORK:** Term time 35 hours per week, plus 5 Inset days. The hours of work will be 8.30am – 4.00pm

**Rationale**

Cardinal Heenan Catholic High School wishes to appoint an exceptional individual to join our dedicated pastoral team to work as part of the pastoral team in managing the welfare of pupils and monitoring the behaviour of Y7-11 pupils.

The successful candidate will work under the direction of the Assistant Headteacher – Behaviour and Deputy Headteacher to promote positive attitudes towards behaviour on the part of students and their parents / carers. They will actively work with students and parents to intervene where there are issues surrounding behaviour.

**Main duties**

* To work under the direction of the AHT Behaviour
* To support Heads of Year
* To support the leadership and management of the Reflection Centre
* To be the first point of contact for parents when a student is isolated and to ensure speedy and high-quality contact with parents and other stakeholders
* To contribute to the whole school strategic development of BFL systems
* To provide short term programmes to support behaviour and welfare of identified students
* To foster and promote high standards of behaviour, responsibility and mutual respect among students
* To safeguard children and observe the School’s Child Protection procedures
* To promote students moral, social, health and cultural development
* To support and develop transition from primary to secondary school
* To work with the IAG Leader to support the year groups to make the right choices during KS3/4
* To provide regular reports for AHT Behaviour/Deputy headteacher

**Specific roles and responsibilities**

* To support the management of the Reflection Centre, as and when required
* To set high standards of consistency within the pastoral team
* To support staff with behaviour management
* To be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop
* To direct further interventions for students who hit trigger points for behaviour
* To meet with parents and other stakeholders as appropriate
* To participate in Pastoral meetings and assemblies as appropriate
* To attend Parents Evenings/Open Evenings and other events as appropriate
* To liaise with SLT/HOY about poor behaviour

**Key Tasks**

* To support all aspects of the BFL system in the school
* To support the pastoral team to develop and implement individual support plans and behaviour management strategies
* To impact on standards of behaviour in school
* To deal with parental calls and concerns
* To use data to identify students who would benefit from additional behavioural support
* To maintain a high profile and promote a high standard of behaviour around the school in lesson and unstructured time
* To take decisions on Reflection Centre sanctions and support the Pastoral team in dealing with higher level incidents
* To support the production of the School Development Plan
* To assist with the supervision of pupils on visits, trips and out of school activities as and when required
* To meet with parents and other stakeholders regularly in both planned and unplanned meetings
* To prepare paperwork and attend meetings (internal and external) as required
* To lead and manage the Reflection Centre at break and lunchtime as and when required

**This is not a comprehensive list of all tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.**

**Performance management**

To participate in the School’s arrangements for performance management, professional development, quality assurance and internal verification.

**General responsibilities**

* To have due regard at all times to the School’s policies, organisation and arrangements for Health & Safety at Work.
* To be a qualified First Aider and provide First Aid when needed.
* To provide a high-quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as necessary.
* To make effective use of the School’s technology and procedures, taking care to seek best value in activities that have a financial impact.
* To maintain confidentiality of information acquired in the course of undertaking duties for the school.
* To undertake such other duties appropriate to the grade of the post as the headteacher may from time to time reasonably determine.

**Context**

All staff are part of a whole School team. Each individual is required to support the values and ethos of the School and School priorities as defined in the School Improvement/Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment. The school’s motto is Respect, Believe, Achieve and this is our explicit commitment to all in our community, both pupils and those who work here. We show due respect to our colleagues for their efforts, we believe in the fundamental importance of their contributions and we are firmly of the opinion that working together we achieve more than we ever could ono our own.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**I have read the job description and agree to all of the terms and conditions set out therein. I also agree to comply with all Cardinal Heenan High School’s Policies, Child Protection, Health and Safety regulations and adhere to the expectations as set out in our motto Respect, Believe, Achieve. I understand that his job description is not an exhaustive list and I agree, when required, to undertake any reasonable requests made by the headteacher.**

**Name: Signature:**

**Date:**