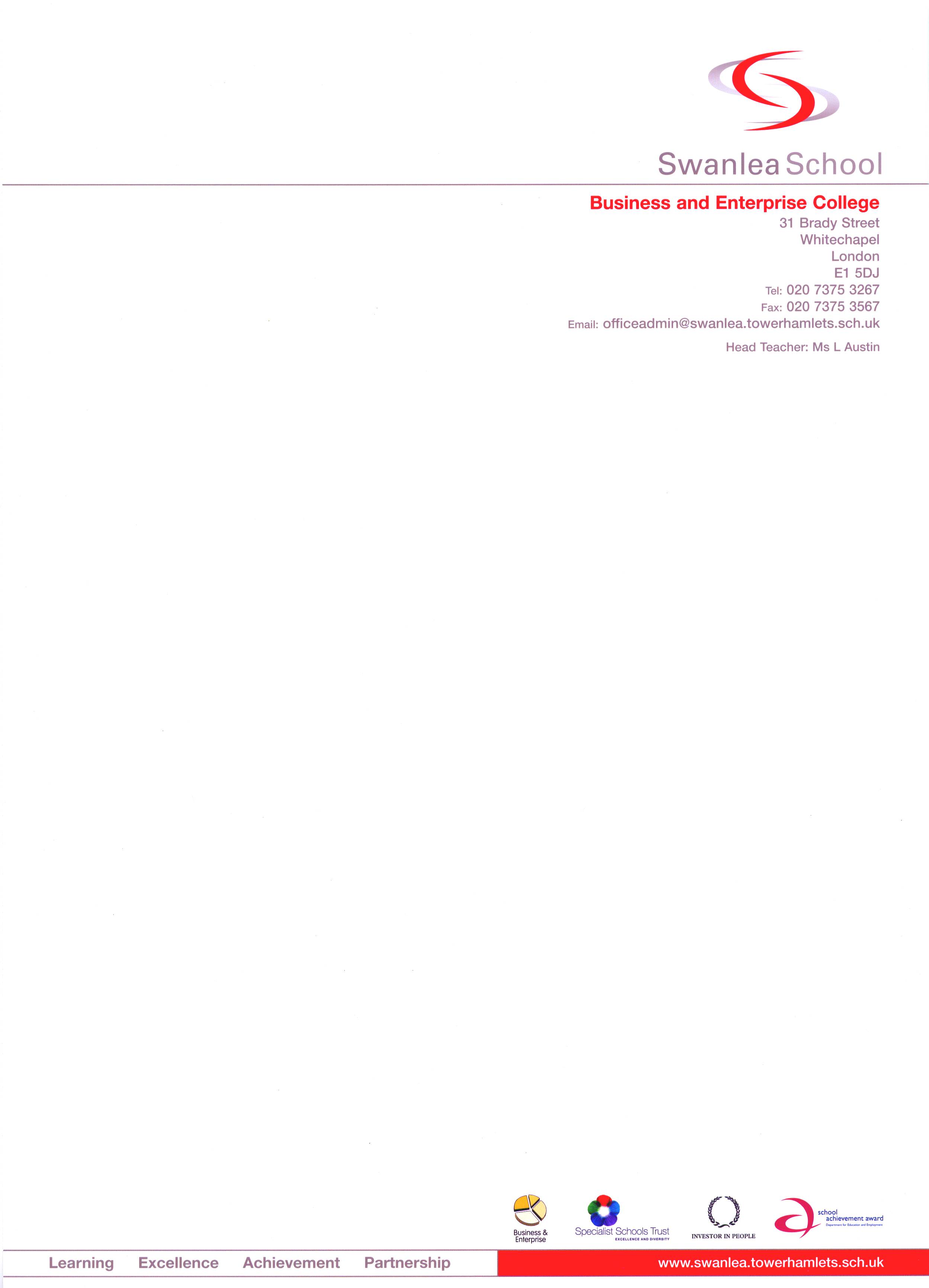
**Swanlea School 31 Brady Street**



**London, E1 5DJ**

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Job Description

BEHAVIOUR SUPPORT WORKER

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| **Purpose** | * To ensure improved security in and around the school and the smooth, calm movement of pupils throughout the school during the course of the day. |
| **Reporting To** | * Pastoral Learning Mentor |
| **Salary/Grade** | * Scale 4(term time only) |
| **Disclosure** | * Enhanced |
| **DUTIES** | |
| **General** | 1. To promote, manage and maintain positive student behaviour and welfare 2. To patrol the school building to ensure that all pupils are in class. 3. To perform specific duties at breaktime, lunchtime and after school to ensure that students are well supervised and that health and safety requirements are met 4. To perform administrative tasks as may be required. 5. To act as a First Aider as and when required. 6. To support in the management of the school Exclusion Room 7. 7. To be responsible for accompanying or supervising groups of students at times directed by line managers or SLT for short periods 8. Organising students to be ready for line ups, keeping order and maintaining supervision |
| **Specific Duties** | 1. **Morning Session:**   * Building patrol to ensure all pupils are in lessons. * Escorting pupils who are out of lessons, to their appropriate classroom. * At lesson change supervise toilet/playground area to facilitate a rapid lesson change. * At morning break, supervise either restaurant, toilets, playground or garden.   2. **Lunchtimes:**   * Supervising the exit and re-entry of students. * Welcoming visitors * Running lunchtime detentions * Supervision of toilets and general playground areas to ensure high standards of student behaviour   3. **Afternoon Session:**   * Collecting passes from students who are late back from lunch. * Building patrol to ensure all pupils are in lessons. * Escorting pupils who are out of lessons to their appropriate classroom. * At lessons change to supervise toilet / playground area to facilitate a rapid lesson change.  1. **After School:**  * Assisting with dismissal of pupils * Supervision of front door area to maintain improve school security * Assisting with late and pastoral detentions’ * Updating school behaviour logs and recording incidents onto database |
| * Whilst every effort has been made to explain the main duties and responsibilities of this 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. * Employees are expected to present themselves and to act in a professional manner at all times. * 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 applicants or continued employment for any employee who develops a disabling condition. | |

Person Specification

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| * An ability to relate to young people in a firm but friendly and calm manner (E). * An ability to exert authority in ensuring that young people reach their classes on time (E). * An ability to communicate well with adults and young people (E). * Some experience of working with young people is desirable but not essential (D). * An ability to value all the cultures represented in the school and to promote equal opportunities (E). * Experience of or willingness to learn basic First Aid Skills and act as a First Aider (E). * Minimum of English & Maths at Level 2 (E). * Effective communication skills (both oral and written) (E). * Good organisational and interpersonal skills (E). * Understanding of and commitment to Swanlea School Values and aspirations (E) * Understanding of the need for and commitment to maintaining excellent attendance and punctuality (E). * A positive ‘can-do’ attitude and commitment to assisting others in your team (E). * Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it (E). * Hardworking, resilient and professional (E) * Resourcefulness, enthusiasm and flexibility to work under pressure (E) * Commitment to own continuing professional development and to supporting the professional development of others (E). * Commitment to the highest standards of child protection (E).  **The successful candidate must be able to work flexibly, according to the school’s needs.** |

Signature: …………………………………………….. Date: …………………………