

Name		Alec Reed Academy Job Description
Post No.		
Date drafted	January 2014	
Date reviewed	September 2021	



ALEC REED ACADEMY
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Educational Behaviour Support Assistant
Location/work base	Gatehouse
Grade	
Reporting to:	The Board of Trustee's through the Principal & CEO
Line Manager	Access and Inclusion Centre Co-Ordinator through the Educational Behaviour Support Officer
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

The Educational Behaviour Support Assistant will work closely with students experiencing behavioural or attendance problems and those with social issues in home or family life. The role involves working alongside the Academy staff, Trustee's, Parents, Access and Inclusion Team and the Safer Schools Officer.

Targets:

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

SPECIFIC DUTIES AND RESPONSIBILITIES

Responsibilities

The Educational Behaviour Support Assistant will be responsible for the following:

1. Motivating and providing support to students, in particular those identified as having behaviour or social and family difficulties
2. Supporting the Internal Exclusion System including the Educational Behaviour Support Officer
3. Supporting student movement between lessons
4. Maintaining accurate records of students and incidents that required intervention and mediation and updating key staff of this intervention. Using data to identify potential issues and making it available to relevant agencies
5. Liaising with the intervention/support teams within the Academy to work proactively to resolve behaviour issues
6. Provide objective and accurate feedback to the Educational Behaviour Support Officer/SaFE Worker on the conduct of the students
7. Support Year Group Safe Workers
8. Keep appropriate records as agreed with the leadership team in line with Academy policy
9. To support the Secondary Phase CYP referral process and to provide upon request appropriate information/records
10. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
11. Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.

Terms & Conditions

Working hours: 36 hours per week, term-time only plus PD days.