

POST TITLE: Positive Behaviour Support Practitioner & Administrator	GRADE: 4
RESPONSIBLE TO: Assistant Head / Behaviour Lead	

Responsible for: No direct reports

Purpose of role:

To provide interventions and administrative support to the school’s behaviour team, ensuring that the behaviour systems in place continue to improve behaviour across all aspects of the school, and to support students regarding behaviour.

Main Accountabilities:

- Support, triage and settle students as they wait/enter the Reflect, Repair, Reset Room (R3).
- Using data, identify students and carry out small group interventions to support the school behaviour systems and student’s positive behaviours.
- Update the tracking systems associated with the school’s behaviour systems.
- Provide work and resources to students in the R3 room.
- Manage emails relating to R3 and prioritise serious incidents – alert key adults.
- Manage the detention system and processes.
- Ensure registers are completed and communicated to the relevant members of staff.
- Ensure access arrangements are communicated to the lead member of staff in R3.
- Ensure the correct level of work is provided to students in R3.
- Input Bromcom behaviour information and contact parents as necessary.
- Update behaviour trackers and communicate any stage changes to all relevant members of staff.
- Complete all administration relating to Fixed Term Suspensions and Permanent Exclusions.
- Support the wider administration team as and when required to ensure the smooth running of the school, in agreement with the Behaviour Manager and Office Manager.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education, including 3 GCSE passes including Maths and English at grade C or 4 or above	E
Good ICT skills	E
Business Administration or equivalent qualifications	D
Experience	
Working as part of a team	E
Working in a front of house position	D
Working with young people in a learning environment	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Operates with integrity	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Patience and ability to remain calm under pressure	E
Skills	
Excellent verbal and written communication skills	E
Excellent organisation skills	E
Ability to prioritise and multi task	E
Good level of IT skills including Outlook and MS Office	E