



**PAIGNTON ACADEMY
BAY EDUCATION TRUST**



JOB DESCRIPTION

Job Title:	Reflection Area Restorative Support Assistant
Accountable to:	Assistant Principal – Behaviour & Attitudes
Job Purpose:	To staff the Reflection Area provision in order to meet the C System referrals, and to conduct restorative work with pupils to aid positive behaviour. Conduct restorative work on SEAL/Thrive principles providing social skills and behavioural support for pupils who are struggling in mainstream lessons.
Grade:	E, Point 7 - 11
Hours:	33 hrs per week / 39 weeks per annum (this includes all non-pupil days and evenings) Daily working hours to be negotiated and confirmed between 8:00 am – 4:30 pm

As part of the Reflection Area's practice:

- Support behaviour/learning across the curriculum.
- Keep a record of students' learning and behaviour difficulties for future reference.
- Develop skills necessary to work effectively with SEN/Behavioural Difficulties students.
- Report to Alternative Provision Manager on individual students' learning and behaviour.
- Comply with the Academy appraisal system, including observations and RADARS
- Attend recognised training as suggested by the Line Manager.
- Maintain health and safety within the working confines, as outlined by the line manager.
- Attend non-pupil days/evenings.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out any other tasks as directed by the Head of School or Line Manager.

Specific to this post:

- Provide a point of contact for pupils referred to the Behaviour Centre under the C System, record referral data and administer the follow up actions required
- Conduct restorative discussions with pupils referred to the Behaviour Centre
- Act as mentor and advocate for pupils referred to the provision
- Liaise on a daily/weekly basis with Alternative Provisions Manager to keep up to date with pupils' progress
- Record all pupil visits to the Behaviour Centre, detentions and periods of isolation both on paper and electronically (Classcharts/Sims and Spreadsheet).

- Support pupils in the Behaviour Centre, with work provided by faculties up to and including GCSE level work and return this work to the teachers of those students on a daily basis
- Deal with parental / carer enquiries, written, telephone, or face to face in school as appropriate
- Maintain and distribute to all staff, regular up to date records on pupil Behaviour Centre visits
- Screen all pupils for reasons for referral to the Behaviour Centre through the C System, collate, analyse and report back to relevant staff
- Liaise with Attendance Officer to monitor pupils' attendance patterns
- Keep a detailed record of every session with every pupil – building up a pupil database of information
- Recommend referrals for pupils to other Academy and external interventions
- Escort pupils to/from lessons as required
- Ensure detention notifications are issued in good time and that pupils complete detentions issued and follow-up action taken
- May be directed to work at either Academy site at short notice
- To attend the diarised Behaviour and Therapies Meetings
- Undertake exam invigilation as required
- Undertake a 20-minute break or lunchtime site supervision duty three times per week, as directed by Senior Leadership Team
- To undertake the issuing and collection of loaned uniform

PERSONAL SPECIFICATION
Behaviour Centre Restorative Support TA

	Essential	Desirable
Ability to work independently and with supervision	✓	
Ability to form positive relationships with children, young people and adults	✓	
Effective communication skills	✓	
Able to respond calmly to challenging situations	✓	
Evidence of effective use of pupil data	✓	
Ability to work well in a team	✓	
Ability to be flexible and versatile	✓	
Ability to deliver numeracy and literacy skills work to individual pupils		✓
Recent experience of working with young people on positive behaviour programmes or interventions	✓	
Basic knowledge of the SEND Code of Practice		✓
Basic knowledge of restorative justice programmes	✓	
Good standard of education to include 5 or more Grade C GCSE level or equivalent, including English and Maths		✓
Sense of humour	✓	
Effective computer skills to include use of Word, Excel and PowerPoint	✓	
Ability to access and input information on to the SIMS System and develop spreadsheet data records	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	