



Behaviour Support Officer - Job Description / Person Specification

SUMMARY OF MAIN JOB ROLE AND RESPONSIBILITIES

Reports to: Assistant Head – Pastoral

Salary: HLTA 1 Pt 12 - 17 £21589 to £24,491 (will be reduced pro-rata for term-time only working)

Hours: Full time - 37 hours per week – term time only – 39 weeks

Monday to Thursday : 08:00 – 16:00

Friday: 08:00 – 15:30

Main duties and responsibilities:

This role is based in our Isolation Room in school. This is our internal exclusion area. The role requires a high degree of independence and resilience, as it involves working with some of our most vulnerable and challenging students in an internal environment for sustained periods of time.

Whole School Support
To oversee students in our Isolation Room on a day to day basis, ensuring good conduct and behaviour commensurate with the values of the school
To ensure students within this provision are provided with relevant and appropriate work based on their year group and Key Stage. Microsoft Teams is the platform we use to provide work for students
Use Microsoft Excel and our behaviour monitoring system, Classcharts, to accurately log all entries to this area of school and track pupils by their characteristics, allowing for basic analysis of entries to this room
Support all staff by being on a permanent whole-lunchtime duty on a daily basis. This will primarily be outside but can be altered at any time in accordance with SLT and school need
To communicate with wider staff on students in Isolation and facilitate and participate in the school's restorative programme as well
To update the school's daily bulletin to keep staff abreast of students entering or departing Isolation
Working with Students

Under the direction of the Heads of Year, work with identified individuals and small groups of students to ensure each child has the maximum access to all learning activities.
Challenge and motivate students to work at all times in the Isolation Room
Monitor students' report cards / punctuality cards given by SLT or Heads of Year
Participate in the school's detention routines by either staffing detentions, collecting students for detention or providing detention cover
Assist with the supervision of students and the maintenance of good order within school and around the site during unstructured times of the day and at the beginning and end of the school day
Support and assist with the reintegration of students returning from fixed term excluded or long term absence when they return to school
Provide mentoring support for identified groups of students if and when appropriate
Working with the Pastoral Team
Work with the Heads of Year / SLT in the planning and implementation of individual behavioural support programmes for named children or small groups.
Assisting in keeping records of children's behavioural development
Contributing to written reports and reviews concerning individual pupils.
Liaison with staff about the needs of individual children.
Refer identified students to wider support services
Whole School Activities
Attendance at staff meetings, CPD and INSET activities where relevant
To uphold and actively support the school's policies and procedures.
Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> At least five A*-C GCSEs, including English and Mathematics. 	<ul style="list-style-type: none"> Have relevant, recent behavior support training. An Enhanced DBS An up-to-date first aid certificate.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Working within a Secondary School setting Experience of working in a behaviour support capacity previously 	
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. Have a willingness to extend skills through appropriate training 	<ul style="list-style-type: none"> Have a School support qualification

<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • Willing to go the extra mile. • Able to quickly adapt to changes. 	
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