

JOB DESCRIPTION	
Post Title: Behaviour Support Assistant	Grade: Scale 3 Term Time +1 (35 hours per week) (Start and end times to be agreed with LM)
Department: Support Staff (Student facing)	Responsible to: Behaviour Support Coordinator Responsible for: None
Role summary: As a member of a team, reporting to the Behaviour Support Coordinator: <ul style="list-style-type: none"> • To support in establishing effective strategies in all areas of pastoral care. • To implement the behaviour for learning policy • To support in developing and implementing long-term behaviour plans that will guide staff to support students to overcome barriers to learning and maximise the opportunities provided for them. • To support in planning early intervention programmes to support the behaviour and wellbeing of targeted students • To provide support to all students in enabling them to achieve their potential both academically and socially. • To support the school's commitment to fully engage students at risk of exclusion. • To support the raising of attainment of targeted groups of students • To support the effective running of the school's pastoral support centre (PSC) 	

DUTIES & RESPONSIBILITIES

- To support the running of the Pastoral Support Centre (PSC)
- To assist in the delivery of a programme to support students at risk of exclusion
- To liaise with the pastoral and inclusion teams on a daily basis
- To model the school behaviour policy expectations in the PSC and across the school
- To support the smooth running of the Internal Exclusion Room
- To facilitate internal exclusions when required
- To support with re-integration meetings following external exclusions
- To liaise with class teams and ensure agreed actions are being implemented by all staff involved with the student
- To identify personal issues that are affecting students' performance and share this information with relevant staff
- To support in ensuring that records for the PSC are kept up-to-date
- To liaise with the Pastoral Support coordinator on behavioural analysis and interventions.
- To support students in the PSC in receiving an appropriate education and making progress
- To support a programme of academic and therapeutic interventions to ensure vulnerable students make appropriate progress
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- To update the Pastoral Support coordinator on actions regarding targeted students
- To support students responding to significant behavioural events
- To support classroom staff working directly with students
- To offer strategies supported by pastoral and inclusion teams
- To support with creating and implementing Behaviour Support Plans

- To observe classroom practice and suggest improvements
- To ensure that students follow the school's high expectations, in and out of the classroom
- To complete EHAs as necessary
- To be the Key Worker for identified students
- To support the delivery of group sessions for vulnerable students and monitor their impact
- To participate in the transition processes and procedures from key stages and year groups
- To support with parent meetings as necessary
- To participate in the review, development and management of activities relating to the pastoral functions of the school
- To follow agreed policies for communications in the school
- To attend reflective practice meetings with supervisor
- To communicate effectively with all stakeholders and agencies
- To take part in activities such as Open Evenings, Parents' Evenings and liaison events (to be agreed with the LM)
- To organise and accompany students to offsite/organise special interest events
- To support site supervision as directed and undertake lunch duties
- To attend student focused meetings (e.g TAC, YIM) and prepare reports as needed
- To lead the induction, monitoring and transition of students to the pastoral support base
- To keep up-to-date with specialist behaviour training and approaches
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
 - Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
 - Ensuring comprehensive procedures notes are compiled for key tasks.
 - Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____ **Date** _____
Postholder

Signed

_____ **Date** _____

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Signed _____ **Date** _____
Postholder

Signed _____ **Date** _____
Headteacher

Person Specification for the Post of Student Support Assistant		Ess	Des	Evi
Knowledge	<ol style="list-style-type: none"> 1. Sound knowledge of school procedures and practices 2. Ability to implement routines to establish good behaviour management within the school 			
Qualifications & Experience	<ol style="list-style-type: none"> 1. NVQ III or equivalent 2. GCSE A* - C English and Maths 3. Qualified first aider or willing to undertake training 4. Excellent word processing skills and a basic working knowledge of EXCEL 5. A belief in the value of the experience you can provide as a Behaviour Support Assistant 6. A calm and relaxed manner as well as a positive and optimistic outlook <ol style="list-style-type: none"> 1. Good organisational skills. 3. Ability to work under pressure in the School environment 4. Ability to offer and engage in enrichment activities 			
Skills, Knowledge and aptitudes	<p>The ability to work independently and as part of a team.</p> <ol style="list-style-type: none"> 1. Ability to communicate effectively groups of students, teachers, parents and other members of staff <p>The ability to establish and maintain effective working relationships with teachers and other members of staff.</p> <p>The ability to keep accurate written records</p> <p>A willingness to undertake training to ensure that the roles are effectively carried out.</p> <p>A commitment to the LA's Equal Opportunities Policy.</p> <p>A commitment to ensuring every student achieves his or her very best.</p> <ol style="list-style-type: none"> 9. Effective 2. communication 			

	<p>skills, verbal and written</p> <p>10.Ability to mediate, negotiate and problem solve</p> <p>11.Good organisational skills</p> <p>12. Ability to deal with complex and challenging behaviour</p> <p>13. Ability to demonstrate empathy</p> <p>14.Good IT skills</p> <p>15. Ability to lead and coordinate effectively ☐</p> <p>1. IT literate and willing to undertake further training as required.</p> <p>2. A commitment to continuous professional development</p> <p>3. A satisfactory Enhanced DBS disclosure</p>			
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Engaging With Others	<p>1. Excellent interpersonal skills skills to deal with staff, pupils, borough Governors and outside agencies, including the ability to promote the image of the school.</p> <p>2. An understanding of the necessity for maintaining strict confidentiality, where appropriate.</p>			
Valuing Diversity	<p>Experience, or empathy with, working with young people in a multicultural environment</p> <p>1. people in a multicultural environment</p>			
Learning Effectively	<p>1. IT literate and willing to undertake further training as required.</p> <p>2 A commitment to continuous professional development.</p> <p>3.A satisfactory Enhanced DBS disclosure</p>			