

## **JOB DESCRIPTION**

<b>Job title:</b>	Behaviour Support Officer	AAT Grade F	Points 12 -17
<b>Reports to:</b>	Head of School's/SLT Team		

### **Main job purpose**

To work proactively with students and parents/carers in order to improve any poor or anti-social behaviour in school, in particular when it becomes a barrier to their learning and that of others.

Work as part of the Pastoral team to encourage students' positive attitudes to learning and general behaviour around the Academy. Liaise with teaching and support staff in relation to the behaviour, attendance and progress of individual and groups of students.

### **Main responsibilities and duties**

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- Respond to any 'on call' information within the academy which requires students being supported back to the classroom or removed from lessons to the Subject Removal Room
- To provide support for students' emotional and social needs by encouraging and modelling positive behaviour in line with the academy's behaviour policy. Demonstrating high expectations of work and behaviour at all times
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or injured
- Supervising students at social times
- To coordinate and manage detentions for students who have been removed to the reset room and/or displayed antisocial behaviour
- Liaising with parents when students have failed to meet the expectations of the Subject Removal Room
- Dealing with behaviour, attendance and pastoral issues in a positive manner, communicating actions to students, staff and parents as appropriate
- Maintaining a high presence around the academy and supporting students to regulate their emotions/behaviour in lessons where required
- Inform, consult and liaise with the Head of School regarding student concerns and make recommendations re: suspensions to the Vice Principal of Behaviour
- Being the key adult for students who require mentoring or individual support
- Collecting statements from students to support behavioural investigations
- Supervise and support both individual and groups of students, ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model, being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Promote and reinforce student self esteem and independence. Employ strategies to recognise and reward achievement and self-reliance
- Encourage students to interact with others and engage in activities
- Encourage students to act independently as appropriate
- Promote and support the inclusion of students, including those with specific behaviour needs, both in learning activities and within the classroom
- Use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others
- Accompany teaching staff and students on visits, trips and out of academy activities as required
- Liaising with parents via email and phone calls in a timely manner
- Carrying out administrative tasks related to all aspects of the role
- Responding to First Aid emergencies as required
- Covering for other colleagues within the Pastoral team as required
- Supporting the ethos of the academy
- Promote positive values and good behaviour; deal promptly with incidents in accordance with academy policy
- Attend relevant academy meetings as required
- Participate in relevant training and development opportunities as required
- Support the academy's fire and emergency procedures by being familiar with the instructions for staff and students and take appropriate action should the need arise
- Retain the confidentiality of all aspects of academy life

- Comply with all decisions, policies and standing orders of the academy and Aspirations; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- Maintain an awareness of academy, national and statutory policies and requirements and apply these in the workplace
- Undertake such other duties as may be reasonably required appropriate for the level of the post

**Purpose:**

- Carry forward the Aspirations vision
- Drive the continuous and consistent Aspirations trust-wide focus on raising achievement and improving student outcomes
- Ensure the Aspirations framework is embodied in every aspect of the academy
- Provide high quality care for all students
- Support and guide all students in their personal development
- Help reduce the social and emotional barriers to learning for vulnerable students
- Ensure high standards of behaviour across all year groups
- Play a key role in the management of behaviour in the academy
- Keep up to date records of students behaviour, actions taken and parental meetings using the academy's management information systems
- Work with the Pastoral team and wider staff to identify appropriate support for targeted, vulnerable and at risk students

**Other:**

- Respect any and all confidential information. In this role, it is of the utmost importance to maintain confidentiality at all times, both written and verbal.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To actively promote the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

**General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

### **Supervision and Management of People:**

- The post holder will have no direct line management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.

### **Contacts and Relationships:**

- Maintain regular contact with your line manager/SLT Link.
- The post holder will have contact with other staff members, students and parents when reporting on issues related to their relevant school.
- Liaising with external organisations when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

### **Support yourself by:**

- Committing to improving your own practice through self-evaluation and reflection.
- Following Academy policies consistently.
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using Academy computer/paper-based systems.
- Knowing the key factors that can affect the students' mental well-being and behaviour and promote the inclusion and acceptance of all students within your assigned school.
- Having a good knowledge of all external agencies that can support students, especially those that can support students with mental and physical health issues and any behavioural issues.
- Having a range of strategies to establish a purposeful and safe learning environment and to promote good behaviour.

## **Knowledge & Skills**

- You must be familiar with the Academy's Behaviour for Learning Policy/Code of Conduct.
- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

## **Supervision and Management**

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's dress code.

## **Problem Solving and Creativity**

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

## **Key Contacts and Relationships**

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

## **Decision Making**

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

## Working Environment

- Working throughout the site on more than one floor.
- Own office accessible to students and staff, if needed, in the main central Hub of the school.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

<b>Job description prepared by:</b>	HR/SLT
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<b>Date:</b>	March 2025
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*This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.*

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.*