

**Behaviour and Attendance Support**

**Job Title: Behaviour and Attendance support**

**Salary: Grade 6 (38 weeks + 5 days training)**

**Employer:  Ormiston Academies Trust - Ormiston Sandwell Community Academy**

**Location:  Sandwell Tividale**

**Responsible to: Senior Behaviour & Attendance Support**

**Vision and purpose**

To support the relevant Heads of Years ensuring students’ attend school, are on time every day and are supported to ensure their behaviour is demonstrating they are ready to learn. You will take the lead in contacting parents/carers where children have been or who are absent from school, creating positive relationships and building trust between home and school. As a highly visible member of staff, you will ensure students are ready to learn by creating a culture of high expectation where students know the values and expectations of behaviour. You will be the first port of call in dealing with incident of poor behaviour.

**General/Core Duties**

* Highly visible, supportive and approachable
* Undertake whole Academy duties as outlined in responsibilities agreed each year
* Monitor and support the overall progress and development of students
* To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term
* To promote equal opportunities and celebrate diversity in all aspects of the academy
* 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 promote actively the academy’s policies
* To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate
* To adhere to the academy’s Staff Code of Conduct
* To actively engage in academy’s CPD programme
* To undertake any other duty as requested by the Principal, in line with the level of the role
* 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
* To attend meetings as appropriate
* To complete first aid training and support students with non-essential first aid issues. (e.g. ice pack, plasters)
* This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title

**Specific Responsibilities related to Behaviour and Attendance support**

* To be highly visible and respond to incidents of poor behaviour
* To conduct detailed and high-quality investigations following incidents of poor behaviour
* To support with all educational trips for the year group
* To liaise with the Head of Year providing detailed feedback and information regarding incidents of poor behaviour and supporting with the sanction process
* When appropriate to support the Head of Year with the organisation of work experience
* When appropriate to support the Heads of Years with the organisation of mock and external exams
* When appropriate to support the Head of Year 11 with the organisation of the Prom and Graduation
* To support with all educational trips in KS4
* To liaise with the KS4 Heads of Year providing detailed feedback and information regarding incidents of poor behaviour and supporting with the sanction process
* Ensure that the Reflection Room including displays resources and students work is appropriately prepared for all students and provides full access to the curriculum
* Ensure students who are attending the Reflection Room are settled and engaged throughout the day
* Meet the KS4 Heads of Year to provide weekly updates on progress of attendance, punctuality, parental contact, behaviour of students and rewards
* Administer the detention system ensuring registers are taken and disseminated to the relevant people
* To make attendance calls each day liaising with the attendance officer on outcomes.
* To be the first ‘port of call’ to support the on-call process when needed
* To use data including but not limited to behaviour, attendance, punctuality, FTE, reflection room, achievement points to help to inform intervention where necessary for years 10 and 11 students
* To support with monitoring attendance/punctuality data within KS4 and implement appropriate action where necessary
* To identify and respond to students’ underachievement providing necessary support both academically and socially through the referral system
* To support the KS4 Heads of Year with detentions ensuring there is a consistent approach
* To support the KS4 Heads of Year with the rewards ensuring students are engaged and a culture of celebrating success as a team is evident
* To build relationships with parents/carers and their families within the year groups
* To support and build a culture where students feel safe and secure by ensuring all staff are equipped to support students who need additional help
* To support student leadership within KS4 exposing them to real life leadership opportunities.
* To support with Parents’ Evenings and other similar KS4 events
* To undertake any other duty as requested by the KS4 Heads of Year in line with the level of the role

**Safeguarding**

* To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
* To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
* To identify students who may benefit from Early Help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
* To always consider what is in the best interests of the child
* To protect students from maltreatment; preventing impairment of students’ health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
* To take action to enable all students to have the best outcomes