



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

Role Title	Behaviour Support Lead
Team/Department	Pastoral Support
Reports to	Assisant Headteacher (Pastoral Support)
Grade/Scale Point	H5, SCP 9 £25,808 FTE per annum - £8,375 per year pro-rata
Full time/Part time	Part-time – 14 hpw - 38 weeks per year term time only plus insets (39 weeks) + 5.6 weeks paid annual leave
Hours/Days	Part Time – 2 days per week (Thursday and Friday) 8.00 – 3.30
Created/updated	June 2024

Purpose:

- To support the curriculum provision and learning support for targeted students at risk of significant under-achievement.
- To manage the learning of pupils who are in the 'Damascus' Internal Exclusion room to ensure students are focused and on task at all times while in internal exclusion and to ensure they are making progress in line with their individual targets and needs.
- To provide behaviour intervention support, through mentoring and coaching as required.

Key Duties:

- Manage the 'Damascus' internal exclusion room to provide a purposeful learning environment
- Lead on behaviour programmes to assist with mentoring support for vulnerable students
- Planning to meet school and Social Inclusion targets, including the reduction in exclusions for key cohorts of students
- Implement planned learning activities/teaching programmes as agreed with the Deputy Headteacher/Pastoral Care, adjusting activities according to students' responses as appropriate.
- Provide positive intervention strategies for internally excluded students
- Learning and Curriculum support
- To patrol corridors and to ensure positive student behaviour
- Establish positive relationships with students.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.

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Administration/Support to Pastoral Support team

- To update details on Arbor and CPOMs systems
- To provide regular reports to Senior Leadership Team
- To carry out general student welfare support tasks, as and when required (eg home visits, attending integration meetings, contacting parents/carers etc,)
- Liaison with external agencies
- Providing support to parents/carers of pupils with behavioural and attendance issues
- Provide support with child protection issues
- Supervision of students in the 6th Form Quiet Study room on a rota basis
- Supervision of pupils in Homework Club
- Support with first aid when required
- To carry out other duties as reasonably directed by the Deputy Headteacher for Pastoral Care

Individuals in this role may also carry out additional duties as requested by the Headteacher:

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

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PERSON SPECIFICATION

Specification	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> GCSEs (or equivalent) at Grade B or above including English and Maths L2 Safeguarding Children 	<ul style="list-style-type: none"> NVQ 3 for Teaching Assistants or equivalent qualification or experience Level 3 Safeguarding
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with young people Confident and competent use of ICT The ability to relate to students and parents in a sensitive manner To have the ability to establish good working relationships with colleagues and agencies To be firm, consistent and understanding of the needs of students. Experience in dealing with sensitive and confidential issues Knowledge of safeguarding policies and procedures 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of mentoring Experience of delivering support programmes Outreach experience Training in first aid
Abilities and Skills	<ul style="list-style-type: none"> Ability to solve problems and make decisions Ability to use initiative to pre-empt further issues Willingness to learn new systems and establish new procedures Ability to work collaboratively as part of a team Commitment to the School's Ethos and core values of Peace, Justice, Truth and Love. Good numeracy and literacy skills Ability to prioritise effectively Strong organisational skills and ability to adapt Flexible approach Ability to work effectively as part of a team Excellent written and verbal communication skills 	<ul style="list-style-type: none"> Strong organisational skills and ability to adapt Excellent written and verbal communication skills

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