



STONE LODGE  
SCHOOL

## Job Description

- Role:** Behaviour Support Officer
- Grade/Salary:** Grade 6- £26,500 - £29,200pa Full time equivalent  
(actual salary £22,793 - £25,115pa)
- Responsible to:** Assistant Headteacher (Behaviour and Attendance)
- Working Hours:** 37hrs per week, 39 weeks per year (term-time plus 5 INSET days)

### Main purpose

**The right candidates will work to support students to engage positively in lessons and around the school, in order to:**

- Promote high expectations for all students
- Lead on the provision of appropriate support and intervention strategies to ensure that behaviour for learning across the school is strong.
- Respond to behaviour incidents across the school in line with school policy.
- Liaise with other internal and external stakeholders, including teachers, and families so that the team around the child work positively to secure the best outcomes

### Specific Duties:

- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- During lesson time, to respond to our 'On call' System, dealing efficiently with incidents using de-escalation techniques and prevention strategies where appropriate to address poor student behaviour, including escorting students to a room where further intervention can happen
- To lead in initial investigation of incidents and refer to pastoral or senior leaders where appropriate
- Before school, at break and lunch and after school to be on duty when required and assist in the management of smooth transition to and from lessons.
- Be familiar with student needs and strategies used to support them when they are struggling, and the teacher requires support.
- To provide care, support and advice to students to promote their social and emotional development and wellbeing.
- To develop, lead on and deliver pastoral interventions as agreed by the Inclusion Assistant Head Teacher, to support learning and social and emotional development and wellbeing.
- Using our school systems, to keep appropriate records of incidents dealt with to provide school leaders with accurate information to assist decision making
- To implement behaviour intervention strategies as directed by SLT.
- To support the duty teams throughout the day by undertaking duties as and when required.
- To develop a relationship with students, which is professional, firm, fair, caring and friendly.
- To ensure all communication with parents/carers is accurate and timely.
- To collaborate and share good and outstanding practice within the school and the wider community.
- On occasion to work as a cover supervisor

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.***



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### **General Duties:**

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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## Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted. There will be an intensive initial training period with further training provided to ensure the successful applicant is able to meet the key requirements of the role.

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of Behaviour Management techniques and behaviour intervention strategies</li><li>• Knowledge of strategies to support young people's mental health</li><li>• Good understanding of child/young people's development and learning processes</li><li>• Working knowledge of common ICT applications, especially Microsoft Word and Excel</li><li>• Good communications skills, both written and oral (students, parents, staff, external partner organisations)</li><li>• An awareness of and commitment to safeguarding children.</li><li>• Understanding of classroom roles and responsibilities</li></ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children and young people and their parents/carers</li><li>• Experience of delivering effective activities to support learning.</li><li>• Proven classroom management experience.</li><li>• Managing student wellbeing in a school environment</li><li>• Supporting vulnerable students and working with their families</li><li>• Supporting students with barriers due to disadvantage</li><li>• Experience of working with children and young people who have social / emotional difficulties</li><li>• Experience of working with SIMS or a similar data management system</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Well organised with a strong attention to detail</li><li>• Able prioritise own workload to achieve deadlines</li><li>• Ability to accept guidance and direction from teaching staff.</li><li>• Competent in the skills of communication, teamwork and building positive relationships with young people.</li><li>• Ability to communicate effectively with individual students, members of staff, parents and professionals.</li><li>• Experience, or empathy with, working in a multicultural environment.</li><li>• Ability to deal with both students and parents in a supportive way.</li><li>• Commitment to Safeguarding, well-being and safety of pupils.</li><li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.</li></ul>

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