

## Job Description & Person Specification

<b>Job title:</b>	Behaviour Support Assistant
<b>Responsible to:</b>	Assistant Principal – Behaviour & Attitudes
<b>Responsible for:</b>	N/A
<b>Salary / Grade:</b>	Grade 4 points £26,421 to £28,770 pro rata to term time only
<b>Working hours:</b>	37.5 hours per week - Term Time only (39 weeks per year)

**Core purpose:** To work with the Pastoral Team to ensure that all students are attending lessons and on time and to support break and lunchtimes.

### **Wider responsibilities:**

- To ensure that the responsibilities of the role are carried out in a way which reflects the ethos and the values of the Academy and of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children at all times.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### **Key responsibilities:**

- To work with the Assistant Principal for Behaviour and Attitudes to provide supervision of students across the academy.
- Undertake before school supervision of students as they arrive on site
- Undertake after-school supervision of students as they leave the site.
- To support break and lunch duty
- To provide a continuous presence around the academy to ensure that corridors are clear of students during lessons.
- To respond to internal truancy confidently, assertively and in line with agreed policy.
- Use IT effectively to track students and direct them to lessons promptly or apply appropriate sanctions.
- To contact parents where appropriate to advise of sanctions imposed.
- To update the behaviour system (Class Charts) with appropriate actions where appropriate.
- To work with the pastoral team to identify key students causing concern in terms of lateness to the academy and/or lesson punctuality.
- To produce regular reports around truancy, punctuality and behaviour as required.
- To work with the pastoral team to identify and to respond to focus areas within the academy.

### **Notes**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

**PERSON SPECIFICATION**

<b>Qualifications and training</b>	<b>E/D</b>	<b>A</b>	<b>I</b>
In possession of or willing to work towards appropriate qualifications	E	Y	Y
<b>Experience</b>			
Relevant experience of working with young people	E	Y	
Relevant experience of working in a secondary school or academy	D	Y	
Experience of working with young people with challenging behaviours	D	Y	Y
<b>Knowledge &amp; understanding</b>			
Support for the ethos and values of the academy	E	Y	Y
An understanding of issues around safeguarding and how these relate to the role	E	Y	Y
An understanding of how SEND needs may impact on students	D	Y	Y
<b>Skills and abilities</b>			
Ability to quickly form appropriate relationships with students	E	Y	Y
Ability to manage challenging behaviour calmly and effectively	E	Y	Y
Ability to quickly form appropriate relationships with parents	E	Y	Y
Ability to quickly form appropriate relationships with colleagues	E	Y	Y
An understanding of appropriate professional boundaries	E	Y	Y
Good IT skills and willingness to learn new packages	E	Y	Y
<b>Personal attributes</b>			
Flexibility and adaptability	E	Y	Y
Calmness and an ability to work under pressure	E	Y	Y
Strong personal presence	E	Y	Y
Enthusiastic and determined	E	Y	Y
Polite, tactful and relates well to young people	E	Y	Y
Ability to use initiative and manage own workload	E	Y	Y
Strong and supportive team player	E	Y	Y
Ability to inspire and motivate students who present challenges	E	Y	Y
<b>Other</b>			
A commitment to promote equality at all times	E	Y	Y
Able to demonstrate an understanding of safeguarding relevant to the role	E	Y	Y
A commitment to inclusive education	E	Y	Y

**E/A – Essential / Desirable      A – Identified through application**  
**interview**

**I – Discussed at**