



Job Description

Behaviour Support Worker - Secondary

Post Details

Salary: SCP 12 £26,421 FTE (Basic pay £21,136, 35 hours a week, 0.8 of FTE)

Location: Culham, Oxfordshire

Contract type: Term Time only

Reporting to: Behaviour Lead, Deputy Heads of Secondary

Europa School UK

The Europa School specialises in languages and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. Our primary school follows a unique bilingual curriculum and in secondary our students follow the International Baccalaureate Middle Years and Diploma Programmes. We are an IB World School and an all-through free school of pupils aged 4 to 19.

Job Description

The role of Behaviour Support Worker involves working with students and parents to support their progress and integration within the school. You will also support staff and students in maintaining positive behaviour management across the school.

The role of the Behaviour Support Worker involves setting appropriate boundaries for students who have additional behavioural needs as well as supporting students with medical needs to take full advantage of the education on offer.

As a result of your strength of practice you will be able to share ideas and strategies with other support staff, to aid their development in these areas.

Duties and Responsibilities

Key Responsibilities:

- Provide pastoral support for all students and assist with their behaviour management, referring matters to relevant members of staff as necessary.
- Be available for 'Call Out' when concerns are raised during the school day.
- Work with specific students identified as underachieving, or having behaviour/emotional needs.
- Check absences and potential truancy.
- Be a key home/school communication link, dealing with queries from parents, and offering support and guidance as required.



- Undertake the supervision of late/truancy detentions.
- Assist the attendance officer with student attendance issues.
- Monitor internal exclusions.
- Where appropriate, work with students following any incidents through one-to-one mentoring to prevent incidents reoccurring.
- Mentor individual students.
- Work with the SENCo in supporting students' needs as appropriate.
- Carry out contractual duties and responsibilities directed and allocated by the Headteacher.
- Uphold the school rules and encourage students to behave appropriately.
- Record all behaviour and incidents on CPOMS
- Provide, where necessary, written details of students' progress/behaviour to assist Annual Reviews and or other assessments.
- Attend staff meetings, pastoral meetings and class councils and any appropriate planning meeting set up for individuals with whom you are working.

Other areas of responsibility - Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

Experience

- Experience working in a school environment or other educational setting.
- Experience working with children/young people with additional needs (e.g., special educational needs (SEN) and disabilities, behavioural needs, mental health needs).
- Experience supporting and working with parents of young people.
- Experience working with colleagues and external stakeholders (e.g., from external agencies).
- Experience of keeping good written records.

Skills and knowledge

- Good listening skills.
- Effective written and verbal communication skills.



- Good IT skills.
- Knowledge of the barriers to learning that pupils may face.
- Ability to create good relationships with children, staff, parents, and external agencies.
- Knowledge of available support services in the local area.
- Safeguarding of children and young people.

Personal Attributes

- Patient and calm.
- Wants to provide the best possible opportunities for all pupils.
- Organised, good time management skills, proactive, and self-motivated.
- Upholds and promotes the ethos and values of the school.
- Ability to work under pressure and prioritise effectively.
- Maintains confidentiality at all times.
- Committed to safeguarding, equality, diversity, and inclusion.

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

Closing Date: See Website

The important small print:

Due to this post having access to children, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.