



TITLE:	Behaviour for Learning Assistant
GRADE:	G6 (SCP 6-11)
RESPONSIBLE TO:	Behaviour for Learning Manager
RESPONSIBLE FOR:	The running of the Behaviour for Learning System
PURPOSE:	To assist the Behaviour for Learning Manager in the efficient and effective operation of the Behaviour for Learning system, providing administrative, pastoral and community liaison support.

DUTIES AND RESPONSIBILITIES/KEY AREAS:

Key Areas:

1. Behaviour for Learning Role
2. Student Welfare
3. Miscellaneous

Main Duties

1. Behaviour for Learning Role
 - **Team Participation:** Support the Behaviour Team in implementing the vision for Inclusion and Behaviour Management.
 - **Daily Operations:** Assist with the on-call system, senior on-call, and detention system.
 - **Detention Management:** Supervise, track, and monitor detentions.
 - **Investigations:** Conduct investigations into breaches of the School's Discipline Code, as requested, and collate statements.
 - **Record Keeping:** Maintain records of interventions with students, calls, and meetings with parents/carers.
2. Student Welfare
 - **Safeguarding:** Observe and follow the school's safeguarding procedures.
3. Miscellaneous
 - **School Ethos:** Support the school's distinctive ethos and values, actively promoting its policies and practices.
 - To participate in personal annual review process.
 - To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
 - To co-operate with the employer on all issues to do with Health, Safety and Welfare.
 - To undertake such other reasonable tasks that the BfL Manager, Deputy Manager BfL or the Headteacher may occasionally reasonably request.

37 hours per week term time only. Daily hours to cover the school working day.

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.