**<Inset Academy/School Logo>**



**JOB DESCRIPTION**

# NAME:

# POST: Behavioural Support Coordinator (Secondaries Only)

# GRADE: 6 SCP 16 - 22

**RELATIONSHIPS:**

The post holder is accountable to the Senior Leader responsible for Behaviour in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**PURPOSE:**

The Behavioural Support Coordinator will implement positive behaviour improvement strategies to support children’s academic and social learning and personal development. This includes leading and overseeing parts of our Reset system, and planning and delivering strategic short interventions to support pupils achieving both short and long-term goals. The post holder will analyse data to provide targeted support for students on action plans to improve their behaviour and minimise lost learning time.

**MAIN DUTIES & RESPONSIBILITIES:**

* To contribute to the design, implementation and monitoring of behaviour management systems to ensure barriers to learning are removed.
* To plan, deliver, assign and evaluate interventions so that students’ ability to manage their own behaviour improves.
* To work with the teachers, tutors and pastoral team to ensure and promote effective behaviour support throughout the academy for all pupils to improve learning outcomes.
* To provide support daily to pupils to promote good behaviour for learning.
* To ensure students learn effectively and reflect on their behaviour when in isolation so that they can be successful on their return to classrooms.
* To arrange resources to support learning and oversee the effective operational running of isolation rooms/inclusion hub.
* To assist with catch up supervision and/or detentions by running the behavioural detention system or catch-up session.
* To implement the behaviour policy of the academy at all times, ensuring all incidents are logged and managed accordingly.
* To ensure documentation and platforms are updated in a timely manner as required by SLT and are accurately maintained; such as incident trackers, My Concern, student MIS system.
* To liaise effectively with teaching staff and the pastoral team to ensure effective and timely support and communication with both the students and parent/carer.
* To attend meetings (such as reviews, suspensions/exclusions, reintegrations) when required for specific students.
* Analyse data and produce reports on behaviour trends and intervention outcomes.
* To contribute to any plans to develop any on-site Alternative Provisions, and support with the allocation and monitoring of (off- site) Alternative Provision.
* Be proactive in continuous CPD, researching current best practice and resources for behaviour improvement strategies.

**To support the teacher and pupils through:**

* Organising and supporting pupil rewards and sanctions as requested.
* Liaising with parents regarding behavioural issues as required, in consultation with the Vice Principal and Principal.
* Promoting whole Academy ethos as encapsulated in the Academy vision statement.
* Monitoring and analysing data to further improve individual pupil’s behaviour patterns.
* Responding to requests from teaching staff for assistance/support with behaviour support issues.
* Proactive intervention.
* Assisting with supervision during break and lunch times.
* Ensuring accurate records are kept and monitored, of all behavioural issues and trends.
* Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in- accordance with the whole school Child Protection and Safeguarding Policies.

**Behaviour Support:**

* To maintain daily records of all incidents, outcomes, interventions and support.
* To log communication with parents and students and build effective relationships.
* To meet with support staff, teachers and leaders to monitor behaviour patterns throughout the academy to ensure a proactive approach to support pupils.
* To contribute to the monitoring and implementation of rewards and sanctions.
* To take responsibility for the operational running of our internal isolation rooms/inclusion hub and its effectiveness in preparing students to successfully return to classrooms.
* To use data to identify and improve the behaviour of targeted students by working with teachers and subject leaders.
* To liaise with staff and curriculum leaders to ensure students are completing work in line with subject curriculum plans.

## GENERAL:

* To promote and support AAT’s culture of “High Expectations for All” and encourage staff and pupils to follow this example.
* To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
* To comply with, promote and act in accordance with all Trust and Academy policies.
* To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
* To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
* To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
* To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
* To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
* To identify and agree personal development objectives with your line manager.
* To be courteous to colleagues and provide a welcoming environment to visitors.

## ADDITIONAL INFORMATION

## Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed: ………………………………………….. Date: ……………………………………**

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Ambitions Academies Trust is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

**Outstanding Achievement for All**