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| **Job Title**  **Academy**  **Responsible to:**  **Salary Grade** | Student Behaviour Support and Interventions  Ormiston Sudbury Academy  Assistant Principal - Behaviour  32.5 hours, 39 weeks – £19628 actual at point 11  Hours to include 8.30am – 3.30pm (including lunch break) |

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| **Job Purpose:**  The Student Behaviour Support and Interventions role will support the Academy’s Behaviour Policy to allow ‘disruption free’ learning to take place across Ormiston Sudbury Academy.  The role is expected to supervise students relocated to Supervised Study. The role involves managing and maintaining the Supervised Study Room, liaising with teaching staff, the pastoral team and members of the Senior Leadership Team (SLT) and working closely with the Assistant Principal (Behaviour) and the Behaviour Intervention Coordinator to enable students to regulate and work productively. |

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| **Main Duties and Responsibilities:**   * Create a calm, professional and positive environment in the Supervised Study Room. * Welcome students to supervised study and use de-escalation and relational strategies in order to support their work and eventual return to lessons. * Enable students to work productively, following their timetable and using online resources where appropriate and applicable; alternatively, provide work from revision books, Knowledge Organisers or textbooks. * Ensure that students work appropriately and in silence, providing support where needed. * Manage lunchtime for students in the Supervised Study Room. * Take and maintain a register of students sent to Supervised Study. * If needed, alert colleagues, including ‘On Call’ and SLT should situations escalate with a specific student. * Work closely and flexibly with the Assistant Principal (Behaviour) to support students struggling with their behaviour. * Maintain a record of students sent to Supervised Study and advise SLT of patterns of attendance and of student concerns. * Maintain and ensure a positive learning environment in Supervised Study by ensuring that resources and equipment are always available as needed. * One to one and small group work with targeted students. * Lesson support with targeted students, where applicable. |

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| **Health & Safety:**   * Work within the requirements of the Academy’s Health and Safety Policy, performance standards, safe systems of work and procedures. |

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| **Other Job Requirements:**   * Act, at all times, in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Academy’s constitution and its policies and procedures. * Be active in continued professional development and have an interest and ambition in improving practice. * Undertake other duties appropriate to the grade of the post. |

This document outlines the duties required of the post-holder for the time being, to indicate the level of responsibility. It is not a comprehensive or exclusive list and from time to time, duties may be varied which do not change the level of responsibility or the general character of the job.

All staff at the academy are employed to support and promote our key aims and to enable the students who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.

All staff are required to support, model and, where appropriate, teach or promote, the Trust’s core values.

Staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare.

* + Ensure that they are aware of the academy policy and procedures for child protection and safeguarding.
  + To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
  + To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
  + To report all causes for concern to the Designated Safeguarding Lead
  + To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
  + To carry out or contribute to risk assessments as required. All staff are required to adhere to the spirit and letter of the academy’s Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment.

On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.