



# JOB DESCRIPTION

## Behaviour Welfare Officer

<b>REPORTS TO:</b>	Assistant Headteacher
<b>PAYSCALE:</b>	Band 2 Mid, Point 3-5 (£16,368.52 to £16,873.50 actual salary per annum)
<b>LOCATION</b>	BMAT STEM Academy
<b>TERMS:</b>	28 hours per week 39 weeks per year (term time plus inset days)
<b>CONTRACT:</b>	Permanent, Part Time

### PURPOSE OF THE JOB

To provide an effective and efficient behaviour and welfare support to the school. The post requires flexibility and the ability to work well as part of a team.

### Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site and external agencies.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

- To improve attendance and punctuality within the year groups.
- To improve behaviour within the year groups.
- Encourage positive attitudes towards education and support students with any barriers that prevent them from learning.
- Ensure that all students are safe by effective partnership with the DSL and SENCO.
- Ensure that tutors provide effective support and challenge for students.
- Working effectively with parents/carers of students.
- Create a positive ethos, which celebrates and rewards positive behaviours

### Personal Responsibilities:

- Monitor dress code and equipment closely with tutors. Put in place strategies that ensure that all students are ready for learning.
- Monitor closely attendance and punctuality data. Put in place interventions that lead to improvement in attendance and behaviour.
- Monitor closely the rewards and achievement of the year group. Build regular moments of celebration in tutor time, assemblies and after the academy day.
- Monitor closely behaviour data. Put in place interventions that lead to an improvement in behaviour and attitudes.
- Evaluate the performance of the year group in terms of attendance, punctuality, behaviour and reward. Share this evaluation with the AP fortnightly.
- Engage in timely and effective communication with parents/carers showing empathy and compassion.
- Create opportunities where you systematically gather student views and use their evaluation to improve the year group and academy.

### Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support with science technician requirements as directed by the Head of Scientific Faculty.

### Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Executive Headteacher/ Head of Centre not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.

## Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## General common responsibilities to all staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

## Person Specification – Behaviour Welfare Officer

		Essential	Desirable
<b>Qualifications and documentation</b>	<ol style="list-style-type: none"> <li>1. Relevant qualifications in education, social work, or youth work (e.g., NVQ Level 3 or equivalent).</li> <li>2. Evidence of ongoing professional development in behaviour management or student welfare.</li> <li>3. Safeguarding and child protection training (or willingness to undertake).</li> <li>4. Level 3 Safeguarding trained</li> </ol>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience working in a school or youth setting, providing behaviour or welfare support.</li> <li>2. Experience working in an office environment</li> <li>3. Proven track record of improving attendance and punctuality among young people.</li> <li>4. Experience in working with children with Special Educational Needs and Disabilities (SEND) or those facing barriers to learning.</li> <li>5. Experience in liaising with parents, carers, and external agencies.</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Understanding of safeguarding and child protection procedures, including the role of the Designated Safeguarding Lead (DSL).</li> <li>2. Knowledge of the challenges affecting secondary-age students, including social, emotional, and mental health issues.</li> <li>3. Awareness of attendance and behaviour policies and strategies to improve outcomes.</li> <li>4. Familiarity with restorative practices and positive behaviour management approaches.</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Skills and Abilities</b>	<ol style="list-style-type: none"> <li>1. Strong interpersonal and communication skills, including the ability to build positive relationships with students, staff, and parents/carers.</li> <li>2. Ability to work effectively as part of a team, sharing best practices and supporting colleagues.</li> <li>3. Excellent organisational skills with the ability to manage multiple priorities and meet deadlines.</li> <li>4. Conflict resolution skills and the ability to handle challenging situations calmly and effectively.</li> <li>5. Competence in using IT systems for record-keeping, data analysis, and communication.</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Personal Attributes</b>	<ol style="list-style-type: none"> <li>1. A positive, solution-focused attitude with a commitment to celebrating and rewarding positive behaviours.</li> <li>2. High levels of empathy, resilience, and emotional intelligence.</li> <li>3. Commitment to maintaining confidentiality and professionalism at all times.</li> <li>4. Flexibility to adapt to the changing needs of the school and students.</li> <li>5. Enthusiasm for promoting STEM education and supporting the academy's ethos and values.</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	