



Meon Junior School

Behaviour Support Lead

Job Description

Main Duties and Responsibilities:-

- To coordinate the effective implementation of the Academy's Behaviour Policy.
- To coordinate the daily running of the lunchtime detentions/sanctions
- To provide a physical presence on corridors during the school day and report on pupils out of class.
- To work directly with Headteacher/Deputy/pastoral support staff to monitor and improve student engagement and involvement in lessons.
- To liaise with parents/carers on behavioural issues.
- To provide behavioural training to staff and pupil information through CPD.
- To track behaviours and provide data for SLT and Governors.

Support for students

- Safeguard and promote the general wellbeing and health of individual pupils and of any class or group of pupils.
- Support pupils' learning activities, attend to additional learning needs, and help in development.
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.
- To provide therapeutic support to pupils who are struggling to engage with classes and staff in cooperation with the SENCO/Deputy/Headteacher with the aim of re-engagement in class.
- Establish and maintain relationships with individual pupils and groups;
- Be an effective model for pupil behaviour.
- Work with pupils on individual targets set by teaching staff

Support for teachers

- To work with the SLT to ensure that Behaviour Support is efficient and effective across the Academy.
- To work with teachers in Academy in order to co-ordinate the provision for pupils with challenging behaviours.
- To work closely with other support services (internal and external) to improve and support pupil behaviour.
- To ensure that the interventions for individual pupils remain appropriate.
- Assist in the recording of pupils' progress.
- Help with classroom resources and records;
- Contribute to the management of pupils' behaviour, both in the classroom and around the school, as required.
- Assist in the maintenance of a safe environment for pupils and staff;
- Assist in the presentation of display materials;
- Support teaching staff or senior colleagues with routine administration and take part in the rota for duties as required and work proactively with students at these times.
- Any other duties which may reasonably be requested by the Head teacher to ensure the smooth running of the school

Person specification

Experience

- Substantial relevant experience of working with children or young people who are vulnerable or disaffected.
- Relevant experience of supporting the social, emotional and educational development of students.

- Experience of dealing with difficult and challenging behaviour

Desirable

- Relevant experience of working within a main stream education environment.
- Relevant experience of line managing a small team.
- Experience of working with or in alternative provision.

Skills

- Ability to work constructively as part of a team and on your own
- Ability to be self-managing, and prioritise workloads effectively using one's own initiative.
- Experience of organising workshops & activities & delivering learning experiences.
- Positive approach to problem solving.
- Development planning, report writing and record keeping.
- Able to use a range of standard computer applications (including Excel, Outlook and Word)

Communication

- Maintaining confidentiality
- Excellent communication with all age groups and abilities, both oral and written
- Ability to foster constructive relationships with, and gain the confidence of, young people, parents/carers and colleagues

Personal Attributes

- Adaptability and a flexible approach
- Team player who works effectively with other colleagues
- Calm under pressure
- Resilience
- Excellent sense of humour

Education and knowledge

- A good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics
- An understanding of young peoples' social, emotional and educational development needs
- Knowledge of current child protection and safeguarding practice

Desirable

- An understanding of the learning environment in which schools operate, including health and social care issues
- Participation on courses relevant to supporting pupils who experience emotional and behavioural difficulties.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be primarily based at Meon Junior School. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of School/Executive Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.