

Job Description

Post	Behaviour Support Assistant
Grade	TSAT Grade D 37 hours per week Term time plus 5 days Working hours: 8:00 am to 4:00 pm
Accountable to	Behaviour for Learning Manager
Accountable for	<ul style="list-style-type: none"> Working alongside the Behaviour for Learning Manager you will be responsible for the efficient and effective Behaviour Support provision ensuring every child is supported to achieve their full potential. Promoting high standards of behaviour and learning in accordance with the Academy behaviour for learning policy. Promoting a positive ethos within the Internal Exclusion Unit that is in line with the behaviour for learning policy and supports student learning. Establishing positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students Assisting with the provision of administrative support/typing for behaviour. Following the correct policies and procedures, including those for Safeguarding, to ensure all students achieve and are safe.
Key responsibilities	<ul style="list-style-type: none"> Supervision of students within the Internal Exclusion Unit during the Academy day. Maintaining a visible presence about the Academy throughout the day. Patrol corridors regularly keeping discipline and order, leading on-call and identifying 'hot spots' within the Academy. Supporting Teaching and Learning by helping maintain good order. Provide on-call support for incidents when needed and seek quick resolutions. Supervision of students throughout the day including before school, during break, lunch and after school. Supervision of detentions as required. Enforcing uniform expectations Supporting and monitoring interventions for behaviour, learning and achievement. Liaison with parents, carers, Liaising with staff including HOYs/HODs as appropriate.

	<ul style="list-style-type: none"> • Providing administrative support by ensuring behaviour incidents are logged, documents are filed. • To mentor vulnerable groups of students who are at risk of underachieving. • Keep accurate records of student's punctuality, attendance and behaviour. • To assist with the provision of quality reports on individual learners regarding behaviour and intervention for statutory external agencies, SSG, Medway Inclusions. • One-to-one informal support and counselling of students. • Participating in training and development programme. • Attend meetings where necessary. • To act as designated first aid person on duty
Working with Students	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace • Understand and apply school policies
Other	<ul style="list-style-type: none"> • To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community
Community	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace • Understand and apply Academy policies • Support Academy ethos and vision in the wider community

This job description sets out the main duties of the post. Other duties may be assigned by a Head of School or the Academy Trust, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change