



### Job Description

JOB TITLE	Wellbeing / Behaviour Officer
JOB FAMILY	Pastoral
PHASE	Infant
HOURS	32.5 hours per week. TTO plus 5 days
REPORTING TO	Inclusions Manager
RESPONSIBLE FOR	N/A

### Job Purpose

To support the behaviour and wellbeing of students, promoting their social emotional development and wellbeing.

### Duties and Responsibilities

#### General

- To work as a member of the Wellbeing Team under the direction of the Inclusions Manager ultimately supporting Behaviour and Welfare, Key Stage Manager & Heads of Year.
- To ensure daily operational tasks are carried out to a high standard.
- To help provide information for the analysis of the performance of the Key Stage in various aspects including rewards, sanctions, attendance, behaviour etc.
- To support members of staff with specific projects linked to external agencies for specialist provision.
- To work alongside various stakeholders/managers within the Wellbeing Team.
- To implement and support all the Academy policies.
- To have a responsibility for a Key Stage and work across the other Keys Stages where required.
- To maintain accurate and comprehensive records.
- To coach and mentor students to raise standards.
- To work with teachers and support staff in attainment, learning and progress within the curriculum to Good and Outstanding including student groups.
- To assist with 'On Call' and duties where appropriate.



### Academic, Personal and Social

- To manage behaviour for learning within the Academy.
- To provide care, support and advice to students to promote their social and emotional development and wellbeing.
- To support attendance within the Key Stage working with the Attendance Improvement Co-ordinator.
- To deliver targeted interventions to support students' learning within the Academy.
- To collaborate and share good and outstanding practice within the Wellbeing Teams and the wider community.
- To promote all aspects of the Wellbeing Improvement Plan.
- To support the rewards system for the Key Stage to promote student achievement and self-esteem.

### Community

- To work in partnership with a range of outside agencies for specialist provisions.
- To ensure all communication with parents/carers is accurate and timely.
- To support new students joining Meon Infant and Moorings Way Infant Schools.
- To support the organisation of Parents Evenings / Open Evenings and other calendared events (such as Transition Projects, exam results days and Taster Days).

### Other Areas of Responsibility

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “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”.
- You will be based at Meon Infant and Moorings Way Infant Schools. 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.



### 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.

### 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.

### 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.

### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

### 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 Safeguarding Lead.

**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. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Wellbeing/ Behaviour Officer.

Name:.....

Signed: .....

Date: .....