

**Job description for the post of: Behaviour Support Officer**

<b>Grade:</b> E (SCP 9-15)	<b>Duration</b>	Permanent	<b>Full or part time</b>	Full time (Term time, plus one week)
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**Actual hours:** 37 hours per week

<b>Staff responsibility:</b> None	<b>Number of staff directly supervised:</b> 0	<b>Line manager:</b>	Assistant Head Teacher
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**The Purpose of this job is:**

To work with and support pupils within a year group as a member of the Pupil Support Team.  
 To ensure students with the year group are fully included in the life of Witton Park Academy Community and have equal opportunity to fulfil their full potential, promoting the inclusion of all pupils.

**Key duties:**

- Provide support for a year group in relation to behaviour and the attitude to learning of that cohort of pupils.
- To take responsibility for the implementation of and compliance with the positive behaviour policy and procedures relating to the role.
- To maintain absolute confidentiality and professionalism at all times.
- Uphold the school's moral purpose.
- To have knowledge of, and comply with, all school policies and procedures.
- To invest in action planning and develop the schools' behaviour strategies as required.
- To motivate, support and empower all staff thereby raising attainment and achievement.
- To lead and model strategies for behaviour for learning across the school.
- To lead on all school behaviour systems.
- To ensure all staff understand their role in developing a day-to-day care system for all students.
- With the support of colleagues, to be responsible for the provision and implementation of student sanctions including time to reflect, internal isolation and exclusions, alongside effective and appropriate reintegration.
- To monitor pupils behaviours at the start and end of the day as well as social times
- Coordinate parent / carer communication and meetings to secure positive outcomes for student behaviour and wellbeing.
- To support the development and review of year team based student rewards and enrichment initiatives focused on the wellbeing of all students.
- To oversee data collection and analysis regarding behaviour and rewards.
- To support AHT to interrogate data about progress, behaviour and rewards, evaluate the outcomes and take appropriate action with wider staff to remove barriers and promote positive welfare, learning and progress.

- To liaise closely with the Heads of Year, Deputy Headteacher (Behaviour) and the Attendance Officer to ensure that all students are able to maximise their attendance, jointly producing action plans for individual student improvement or intervention.
- To develop and deliver interventions for pupils and support the development of resources for the behaviour dashboard.
- To liaise closely with the SEND team to ensure that all students are able to fully access mainstream education, jointly producing action plans for individual student improvement (PSPs) or EHCP intervention.
- To act as a source of support, advice and expertise when deciding whether to make a referral by liaising with relevant agencies.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

### **School**

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings, training and other learning activities as required.
- To assist with the supervision of pupils out of lesson time, including before and after school, if appropriate, and within working hours.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

**This appointment is with Achievement through Collaboration Multi Academy Trust and is subject to the terms and conditions outlined in the employee's contract of employment. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.**