

JOB TITLE	Behaviour Support Officer
GRADE	Grade 4 (£19,698 - £23,080) per annum pro rata
HOURS	37 hours per week Term Time Only
	Monday to Thursday 8:00 – 4:00/Friday 8:00 – 3:30 You must take a 30-minute unpaid lunchbreak each day

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect our staff and volunteers to share this commitment.

Job Purpose:

- To promote, organise and lead a range of opportunities for our underachieving, disaffected and vulnerable pupils focusing on raising their aspirations, promoting ambition, re-engaging them and improving their academic performance.
- To promote, organise and lead a range of opportunities for our underachieving, disaffected and vulnerable pupils including links to extended services and access to positive activities involving children and their families to develop relationships, resilience, self-confidence and discipline and team work.
- To promote positive behaviour for learning across the college and assist the Heads of Year and Heads of Faculty with the effective support and challenge for behaviour with the target group of pupils.

Duties and Responsibilities:

Line Manager/ Responsible to:

Attributes	Duties and Responsibilities: Requirements
Main Duties & Responsibilities	<ul style="list-style-type: none"> • Provide supervision within the inclusion area • To investigate reported incidents of poor behaviour in conjunction with other key staff. • Development of and implementing of an appropriate and bespoke referral process to identify the target group of pupils to be considered for support and intervention. This will be achieved in consultation with heads of year, heads of faculty and the SENDCo where appropriate. • Development of and implementing of an appropriate, bespoke and tailored programme of intervention which positively encourages pupils to overcome barriers to learning • One to one and small group work with the target group of pupils to develop their social skills, behaviour, team work, resilience and self-confidence with the aim of re-engaging them into their learning journey. • One to one or small group mentoring of the target group of pupils to improve their academic performance. This could be though developing their organisational skills, effective communication skills and stress coping strategies. • Provide feedback and monitor the impact of this provision in consultation with key personnel in the college such as heads of year, tutors and the Inclusion team.

	<ul style="list-style-type: none"> • Work collaboratively with colleagues to ensure the effective planning and delivery of intervention. • Communicate regularly with college staff, highlighting strategies that work and well as those that don't in order to re-engage the pupils and maximise their achievement. • Provide constructive lunchtime opportunities and supervision for the target group of pupils to engage them in meaningful activities during social time. • Assist with the running of after school detentions as part of a team, coordinating appropriate learning opportunities during this time for the targeted group of pupils. • Contact parents informing them of individual pupils' behaviour as part of effective lines of communication between school and home in conjunction with other key staff. • Keep up to date records of micro-cohorts needing support in the target group of pupils. • Monitor the security of the site during break and lunchtimes and alert senior managers to any potential risk to pupils, staff and premises. • To provide information, reports and analysis on student behaviour with a special focus on micro-cohorts. • To be a member of the college's First Aid team and contribute to the work of this team by participating in the first aid rota. • The post holder is required to promote and safeguard the welfare of the young people they are responsible for or come into contact with
Other Post Requirements	<ul style="list-style-type: none"> • To undertake supervisory duties (e.g. break and lunchtime) as required • To act as an examination invigilator/scribe as required: including assisting with arrangements for pupils with SEND as required • To undertake First Aid training and engage with pupils as part of the school's first Aid team • Too assist or manage clubs as required: for example; Breakfast Club, after school clubs relating to area of job description
Experience	<p>Of working in a secondary school</p> <p>Of working in an educational or commercial laboratory environment</p> <p>Experience of providing technical support in an educational environment</p>
Educational Requirements	<p>Essential: Good standards of education – to include Maths, English GCSE A level or equivalent</p> <p>Desirable: Degree level qualification or Specialist accredited training such as dealing with autism, signing, language development, Specific Learning Difficulties (SpLD/dyslexia and others).</p>

Please Note: All Applicants will commence at the bottom of quoted salary scales

All duties and responsibilities must be carried out with due regard to the Westwood Academy's Health and safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection and GDPR guidelines and requirements.

Person Specification

Attributes	Job Requirements	For office use only (A-Applications, I-Interview, R-Reference, AS-assessment))
Knowledge	<ul style="list-style-type: none"> Ability to foster constructive relationships with, and gain the confidence of, young people, parents/carers and colleagues Adaptability and a flexible approach Team player who works effectively with other colleagues Resilience Excellent sense of humour 	Application Interview Assessment
Skills and Abilities	<ul style="list-style-type: none"> 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. Current First Aid certificate (Training will be given if this is not held) 	Interview Assessment
Experience	<ul style="list-style-type: none"> Management of specific intervention groups and course delivery 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 pupils Experience of dealing with difficult and challenging behaviour Relevant experience of working within a main stream education environment Outdoor education qualifications and experience of running small groups within the qualified area 	Application Interview
Qualifications Education and Training	<ul style="list-style-type: none"> 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 An understanding of the learning environment in which schools operate, including health and social care issues Outdoor education / Adventure training qualifications that are in date and awarded by the relevant awarding body Understanding of "Early Help" strategy, policies and protocols Able to use a range of standard computer applications 	Application Interview
Other Requirements	<ul style="list-style-type: none"> Willingness to undertake appropriate professional development Enthusiasm, self-motivation and initiative To be able to work hours specified and take holiday outside term time A belief that schools can make a difference 	Application Interview Reference
Communication	<ul style="list-style-type: none"> Maintaining confidentiality Excellent communication with all age groups and abilities, both oral and written Excellent communication with members of the whole school community and parents as well as the Inclusion area of the school Solution focused approaches to problem solving 	Application Interview Reference

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