



Hertswood Academy

Aim High • Achieve Excellence

Job Title:	Behaviour Support
Salary:	Hay Scale 7
Hours:	37 hours per week – term time
Responsible to:	Assistant Head with responsibility for Behaviour, Attendance and Punctuality
Purpose:	To help ensure good standards of behaviour in the academy

Main duties and responsibilities:

- To supervise an internal exclusion room with students excluded from, or not working to a normal timetable. To be part of the behaviour rota team when required.
- To work under the instruction and guidance of Pastoral Team. To support colleagues in addressing the needs of all students but especially those students who need particular help with behaviour management to overcome barriers to learning.
- Establishing productive working relationships with students and acting as a role model. All the duties outlined are carried out under the direction and supervision of the Assistant Head teacher for Behaviour, Attendance and Punctuality
- To undertake training and development as directed and/or provided by senior colleagues in the behaviour management team.
- Participate in the comprehensive assessment of students to determine those in need of particular help.
- Monitor and analyse interrogate Go4 Schools data to help inform interventions.
- Support the development and implementation of individual education/ behavioural/ support/ mentoring plans and behaviour management strategies.
- Implement one to one intervention arrangements with students and provide support for distressed and/or challenging students.
- Work on intervention programmes with individual students or groups.
- Challenge and motivate students, promoting and reinforcing self-esteem with a view to modifying behaviour to facilitate a return to mainstream classes.
- Provide feedback to students in relation to progress, achievement, behaviour and attendance, raising awareness of appropriate behaviours and responses in the classroom and around school.
- First aid trained is desirable but training can be provided
- Maintain student records in line with positive behaviour, rewards and inclusion systems and record on Go4Schools.
- Operate agreed learning activities/teaching programmes as directed.
- Supervision of students out of school hours as required.
- Attend and participate in regular meetings, training and other learning activities as required
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware and support differences and ensure all students have equal access to opportunities to learn and develop.



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- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Hertswood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants for people working with children and young people will need to undertake a Disclosure and Barring Service check

Supervision and Management

The post holder will be expected to supervise and manage students in a firm and consistent manner. They will maintain records and provide clear information relating to the number of students, reasons and interventions in place to appropriate senior colleagues, Heads of Learning and the Pastoral Team.

Communication

Liaising with the Pastoral Team; Deputy Headteacher; staff and students

Staff Development

To continually seek development opportunities to improve personal performance in liaison with line manager and Deputy Headteacher of training needs. Development opportunities are sought and acted upon.

Confidentiality

To ensure confidentiality of the Academy's activities is maintained in order to protect the safety of all children

Safeguarding

To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children

Resources

The post holder will be responsible for the proper use and safekeeping of laptops or PCs, other office equipment and highly confidential student safeguarding notes. The post holder will need to ensure the data protection procedures are followed when dealing with such files.

Work Demands

The duties of the post may be subject to interruption from a variety of sources creating the need for a frequent re-prioritising of tasks and changes to the scheduled programme of work. Therefore there is a need to remain 100% focussed and organised at all times.

Physical Demands

The role will require normal physical effort to carry out tasks associate with office duties



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IN PEOPLE





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Working Conditions

The area in which the post is located is indoors and can be an extremely busy and demanding environment. There will regular face to face contact with students who present behavioural difficulties

Knowledge and Skills

- Ability to provide and differentiate work, liaising with subject areas where appropriate, for a variety of students
- Knowledge and experience of dealing with a variety of issues relating to young people
- Communication skills, both verbal and written
- Organisational skills and the ability to prioritise workload
- Understanding of child protection legislation
- Ability to exercise high levels of tact and diplomacy
- Full understanding of the data protection act
- The post holder will need experience of working with challenging students and have the ability to build relationships with students, parents and carers
- Knowledge and understanding of the SIMS database and Go4Schools (training to be given in the first instance)
- Keep Kids Safe – texting or equivalent system
- ICT skills, particularly in the use of Excel and Word
- Ability to deal tactfully with students, staff and parent/carers



Person Specification

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> Working with young people A belief that all children can do well at school A good working knowledge of positive behaviour management techniques 	<ul style="list-style-type: none"> Working with professionals from other agencies 	<ul style="list-style-type: none"> Application form and interview
Communication	<ul style="list-style-type: none"> A good level of communication skills both written and verbal 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Education/ Qualification	<ul style="list-style-type: none"> A good standard of general education, in particular the ability to write to a good standard of literacy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form and interview
Knowledge	<ul style="list-style-type: none"> Understanding of the issues affecting poor behaviour and choices Understanding of issues that may affect a student's ability to behave well at school 	<ul style="list-style-type: none"> Knowledge of OFSTED requirements for effective behaviour management in schools 	<ul style="list-style-type: none"> Application form and interview
Practical Skills	<ul style="list-style-type: none"> Ability to provide and differentiate work, liaising with subject areas where appropriate, for a variety of students Ability to relate well and to deal sensitively with children and adults, including staff and outside agencies Ability to communicate effectively both orally and in writing with students and adults. A requirement to understand the importance of confidentiality Ability to prioritise own workload Ability to persuade and negotiate well as good interpersonal/communication skills 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form and interview
Personal Qualities	<ul style="list-style-type: none"> Ability to work as part of a team and to deal with sensitive and confidential matters 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> At interview and from references



	<ul style="list-style-type: none">• Demonstrate an ability to cope with stressful/conflict situations		
Strategic Thinking	<ul style="list-style-type: none">• Ability to consider a course of action when disseminating information to others	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• At interview and practical task
Technology /ICT Skills	<ul style="list-style-type: none">• Ability to use ICT systems effectively to produce reports, record information and monitor outcomes	<ul style="list-style-type: none">• ECDL or other relevant qualification• Previous experience of using SIMS and Go4Schools	<ul style="list-style-type: none">• Demonstrate knowledge at interview
Equal Opportunities	<ul style="list-style-type: none">• Hertswood staff have an obligation to implement anti discriminatory and equal opportunities when carrying out their duties in line with the staff handbook	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• Demonstrate knowledge at interview