



Job Description for Support Staff

Job Title:	Intensive Behaviour Support Worker		
Salary:	Grade:	WAT Grade F, pts 15 - 20	
Place of work:	St Augustine Academy		
Reports to:	Job Title:	Assistant Principal, Inclusion	
Line management responsibility:	Number of staff managed:	0	

Role context and purpose:

- To provide co-ordinated support for students with complex behavioural needs across The Academy; enabling them to re-engage with their learning. To work alongside the pastoral team and inclusion team to provide co-ordinated support for those youngsters at risk of suspension.

Hours of Work:

37 hours per week term time only plus Inset training days. Core working hours will be 8.00am – 4pm Monday – Thursday and 8.00am to 3.30pm on Friday with a half hour lunch break (**Flexibility essential**).

Main duties:

- Provide targeted support for those students with complex behavioural needs across the Academy at risk of suspension ensuring these needs are effectively met, raising their aspirations, self-esteem and motivation levels so they can achieve their academic potential.
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- Deliver cognitive behaviour therapy programmes to individual students over a 6-12 week period on a rolling programme. Evidence of impact to be monitored and recorded.
- Develop a series of programmes that students will follow; which will incorporate small group intervention lessons led by subject specialists, and liaison with local colleges & other agencies to develop bespoke programmes of study to meet the needs of individual students.
- To act as the Key Worker for vulnerable students including 'Hard to Place' in year casual admissions into the Academy as identified by Senior Leaders.
- Attend & contribute to all Inclusion/Pastoral Team meetings.
- To support Senior Leaders and Directors of Learning with Pastoral Support Programmes (PSPs) for identified groups of students.
- Develop/nurture a home/school working rapport with parents who often have very complex backgrounds and are 'hard to reach'.
- Maintaining regular contact between the academy and home as appropriate; establishing links with families/carers, exchanging information; keeping parents informed and facilitating support for their child.
- To set up regular formal progress review meetings with parents/carers.
- Undertake outreach visits to parents/carers homes as required; working in collaboration with the Attendance & Admission Officer.
- To provide support to Senior Leaders and Directors of Learning during Suspension Re-Integration meetings.
- To enable young people to take more control over their lives and make informed choices.
- To keep staff informed of situations that may be affecting a particular student's progress so that appropriate actions may be taken to meet their needs.
- Manage and co-ordinate personalised support to meet the complex needs of individuals.

- Working with other personnel being proactive around the Academy, monitoring and supporting students taking appropriate action.
- To actively encourage young people to participate in intervention programmes offered.
- To develop a working rapport with the local authority's Inclusion Officer, The Maidstone & Malling Alternative Provision & The Rosewood School.
- To liaise with other services when a young person may require additional and/or more specialist support; taking in a lead role in completing referrals for students into the relevant services.
- Maintain accurate SIMs records of events and meetings in relation to individual caseload to the required standard.
- Prepare and complete timely reports for internal usage.
- Take part in the enrichment programme at The Academy.
- Maintain the highest personal standards through participating in continuing professional development.

Additional expectations – all staff are expected to:

- The Intensive Behaviour Support Worker may be directed to perform other duties on or off site in line with their Pay and Conditions and within the expectations of staff within the academy.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any duties outlined herein. The job description will form the basis for the assessment of the performance of the Intensive Behaviour Support Worker within the context of Performance Management.
- The job description is not prescriptive, not necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the Academy.
- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences.
- Promote the Woodard Christian ethos that embraces all faiths and none.
- Take responsibility for their own professional development and support that of colleagues where appropriate.
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate.
- Follow Trust policy and procedures in relation to keeping children safe in education.
- Observe health and safety requirements and play their part in ensuring a safe working environment.

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All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

