**Job Description: Inclusion and Behaviour Officer, Wye School**

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| **1. ROLE TITLE** |  |
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| Job Title: | Inclusion and Behaviour Officer |
| Reporting Line: | Assistant Principal (Pastoral) |
| Hours: | 37.5 hours per week, term time only (0.86FTE), 8.00am - 16.30pm with an hour’s unpaid lunch break |

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| **2. PURPOSE OF ROLE**  To work with the Inclusion and Health and Inclusion and Safeguarding Officers to provide pastoral support to heads of year and SLT for all students in KS3 and KS4. This role will cover all aspects of that from day to day behaviour, attendance, parental liaison, safeguarding, leading line-ups, supporting tutors with their tutor groups. In addition to this supporting Head of Year role, you will lead on behaviour support for the whole of KS3/4.  Around that core role to ensure that all students are provided with full pastoral care to ensure they can attend school and achieve well academically.  The role will be visible around site, going around and about during lesson change, start and end of day, and break and lunch.  Around this core role, occasional support for the wider school will include, depending on the strengths of the individual, lunchtime and afterschool detentions, homework club, clubs and fixtures, supporting the PE department, Duke of Edinburgh Award and Combined Cadet Force, accompanying school educational visits and trips, school drama, school music, school art.  Mentoring and coaching students is part of the role (and training in this will be provided if needed), as is meeting their parents and external agencies, usually with SEN, Attendance or Pastoral staff. To be first responder when students are missing or distressed and their normal pastoral team members such as tutor and head of year are not available. To support reception with distressed parents. |

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| **3. RESPONSIBILITES**  The post holder will be required to fulfil a range of supportive / administrative duties.  Key duties:   * Supporting students and families as assigned by the Assistant Principal, in co-operation with the SENCO, Heads of Year and the Attendance Officer. * Coaching and mentoring of students. * Helping manage the behaviour of pupils whilst they are moving around the school site and in social times helping ensure a positive learning environment. * Lead on responding to students/parents when their tutor and head of year are not available. * Support reception with parents.   Day to day this will mean:  **Support for Students:**   * Working with individuals and groups of students, usually outside of the class. * Understanding and managing student behaviour and welfare, supporting heads of year. * Providing advice, guidance and support for students where appropriate, in order to meet their individual wider needs, including health, personal care, and emotional wellbeing. * Supporting lunchtime supervision / activities. * Preparing resources to support individuals and groups with their welfare. * Performing administrative duties linked to support for students, such as completion of forms. * Attending meetings and reviews to support student progress. * Supporting a peer mentoring /coaching programme to develop leadership skills and role models.   **Support for Teachers:**   * Managing record-keeping related to student and parent issues. * Providing support and coaching to teaching staff and other support staff on managing student welfare/behaviour. * Organising positive reconciliation meetings between staff, parents and students. * Being aware of student learning, social and personal issues and reporting to teaching and other support staff as appropriate. * Liaising with parents to support positive partnerships with school, especially around welfare (attendance, mental health, social issues).   **Support for School:**   * Providing a variety of student services as needed to promote student welfare and medical needs. * Promoting the policies and procedures of the school at all times and contributing to their implementation. * Promoting and contributing to the overall ethos, work and aims of the school. * Sharing welfare expertise and knowledge of students with staff and others. * Analysing data, including attendance and behaviour, to strategically identify students who require support with welfare and planning interventions for them, with support from the Attendance officer. * Accompanying teaching staff and supervising students on trips, visits and out of school activities as required. * Attending relevant meetings as required. * Sharing responsibility for the health and safety of all students and adults at the school. * Ensuring full compliance with school expectations including Child Protection & Safeguarding, Health, Safety & Security, data protection & confidentiality (especially in relation to use of the internet and social networking sites)   Any other duties required, commensurate with the responsibility and level of this post. |

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| **5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Ability to work with a team * Calm, confident behaviours around children and young adults * Flexible and adaptable with the ability to use initiative. * An inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed. * An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths. * Good IT skills and working knowledge of MS Office software. * Willingness to learn areas that you are not yet familiar with. |