

## Job Description

Post	<b>Behaviour Support Assistant</b>
Grade	<b>TSAT Grade D</b>  <b>37 hours per week</b> <b>Term time plus 5 days</b> <b>Working hours: 8:00 am to 4:00 pm</b>
Accountable to	<b>Behaviour for Learning Manager</b>
Accountable for	<ul style="list-style-type: none"> <li>• Working alongside the Behaviour for Learning Manager you will be responsible for the efficient and effective Behaviour Support provision ensuring every child is supported to achieve their full potential.</li> <li>• Assist with the provision of administrative support/typing for behaviour. This includes administration and pastoral support as required, supervision of students throughout the day, preparation and collation of student information.</li> <li>• Maintaining a visible presence about the Academy throughout the day. Supervision of students during break and lunch. Log incidents using database, attending incidents as reported.</li> <li>• Review targeted students and contribute to log/target setting.</li> <li>• Liaison with parents, carers, HOYs/HODs as appropriate.</li> <li>• Supervision of detentions as required, enforcing rules/uniform code.</li> <li>• To support Teaching and Learning in maintaining good order throughout the Academy day.</li> <li>• Adherence to behaviour management policy and rewards policy.</li> <li>• To identify and manage flash points on the Academy premises.</li> <li>• To be the designated first aider on site.</li> <li>• Supervision of students within the IEU at during the Academy day.</li> </ul>
Key responsibilities	<ul style="list-style-type: none"> <li>• To work alongside the Behaviour for Learning Manager ensuring high standards of punctuality, attendance and behaviour for learning.</li> <li>• Assisting with the provision of administrative support for the behaviour support team.</li> <li>• Establish positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students</li> <li>• To mentor vulnerable groups of students who are at risk of underachieving</li> <li>• Maintain and update student behaviour records as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• To promote a positive ethos within the IEU using appropriate work and rewards in line with the Behaviour policy.</li> <li>• To work with the Designated Safeguarding Lead, following the correct policies and procedures to ensure all students achieve and are safe</li> <li>• Respond and assist students at break, lunch, and after school with any issues they may have.</li> <li>• Assist with paperwork required by the Behaviour for Learning Manager, including filing and photocopying.</li> <li>• Maintain and update student records on SIMs and update student filing systems.</li> <li>• Keep accurate records of students punctuality, attendance and behaviour.</li> <li>• To liaise with outside agencies as appropriate.</li> <li>• To assist with the provision of quality reports on individual learners regarding behaviour and intervention for statutory external agencies, SSG, Medway Inclusions.</li> <li>• To assist with the productions of high quality and timely reports, profiles, portfolios, curriculum statements, references and career guidance, concerning student progress and attainment.</li> <li>• Promotion of high standards of behaviour and learning, supporting and monitoring interventions for behaviour, learning and achievement.</li> <li>• Patrol corridors regularly keeping discipline and order, leading on-call and identifying 'hot spots' within the Academy.</li> <li>• Keep daily log of incidents using database for diagnostic purposes.</li> <li>• Attend incidents in subject areas and seek quick resolutions.</li> <li>• Break and lunchtime facilitator.</li> <li>• Participate in weekly review and planning session of targeted students – contributing to information log and target-setting.</li> <li>• Liaising with parents/carers.</li> <li>• Filing behaviour related forms.</li> <li>• Keeping record systems.</li> <li>• One-to-one informal support and counselling of students.</li> <li>• Mentoring and advising students where necessary.</li> <li>• Participating in training and development programme.</li> <li>• Liaise between teachers and students to arrange detentions.</li> <li>• Attend meetings where necessary.</li> <li>• Gatekeepers to toilets throughout day.</li> <li>• Enforce uniform expectations.</li> <li>• To act as designated first aid person on duty</li> </ul>
Working with Students	<ul style="list-style-type: none"> <li>• Maintain confidentiality inside and outside the workplace</li> <li>• Understand and apply school policies</li> </ul>
Other	<ul style="list-style-type: none"> <li>• To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community</li> </ul>



Community	<ul style="list-style-type: none"><li>• Maintain confidentiality inside and outside the workplace</li><li>• Understand and apply Academy policies</li><li>• Support Academy ethos and vision in the wider community</li></ul>
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This job description sets out the main duties of the post. Other duties may be assigned by a Head of School or the Academy Trust, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change