

Inspire Partnership Academy Trust Lead Behaviour Support Worker Job Description

Role:	Lead Behaviour Support Worker
Location:	The jobholder will primarily be based at one school but will be required to provide cover at other Medway schools according to operational need.
Contract and salary:	Permanent Term Time Only (38 Weeks) + 1 week NJC C2 (SCP 12 – 25)
Reports to:	SENCO/Headteacher

Purpose of Job

To work under the instruction and guidance of the SENCO to address the needs of all pupils but especially those needing help with emotional and/or behavioural difficulties to overcome barriers to learning.

To take a lead role in the delivery and development of behaviour support.

Establish productive working relationships with pupils in a variety of settings including, but not limited to, the specialist provision, the classroom and on the playground.

Supervise and help pupils develop good social skills at lunch and playtimes following the schools agreed policies.

Duties and Responsibilities

- Support the SENCO with time-tabling, training and performance management of behaviour support workers.
- Supervise behaviour support workers, providing guidance and modelling best practice.
- Attend review meetings.
- Lead on organisation of breaktime/lunchtime arrangements/clubs.
- Support the SENCO in the planning and delivery of a personal, social and emotional curriculum for children identified as needing additional support and intervention.
- Work with the SENCO in developing and sustaining emotional and behavioural support across the whole school and within the Nurture Groups.
- Under the direction of the SENCO, ensure the classrooms are a safe, appropriate and stimulating learning environment.
- Receive and supervise pupils excluded or otherwise not working to a normal timetable as required.

- Using systems and strategies detailed by the SENCO and/or class teacher, feedback information about pupils' performance and behaviour.
- Assist the SENCO and/or class teacher with the development and implementation of individual Education/Behavioural/Support/Mentoring plans and behaviour management strategies.
- Support the SENCO to develop one-to-one mentoring arrangements with pupils to provide support for distressed pupils.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- Provide feedback to pupils in relation to progress, achievements, behaviours and attendance.
- Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.
- Support pupils' access to learning, using agreed learning activities and teaching programmes and adjust activities according to pupil responses and needs.
- Assist the SENCO and/or Class Teacher in planning, evaluating and adjusting learning activities as appropriate.
- Support the Class Teacher in monitoring and evaluating pupils' responses and progress against action plans through observation and planned recording.
- Assist with the gathering of information and updating of records and contribute to the review of systems or records as directed.
- Assist with the development, implementation and monitoring of systems relating to attendance and integration.
- Provide appropriate administration support SENCO and/or Class Teacher e.g. phone calls to parents/carers and other agencies: dealing with correspondence: assist/oversee with the input and compilation of pupil data/information on attendance.
- Supervise and develop play with pupils at break times and lunch times, following school guidance on times, behaviour, use of equipment/apparatus and safety.
- Assist with the supervision of pupils on visits and trips.
- Supervise pupils daily in after school activities as required.
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Organisation

- Responsible to SENCO/Headteacher
- The post holder is responsible to the class teacher on a daily basis
- The post holder has supervisory responsibilities of the behaviour support workers in the education centre

Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteacher and should be reviewed annually.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Proven successful experience of facilitating educational activities leading to achievement by pupils who experience additional learning needs and/or emotional social behavioural difficulties is essential.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Numeracy and literacy skills. • Basic IT skills. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • An effective communicator with good interpersonal skills is essential. • Good organisational skills and calm, confident approach is essential. • Positive, enthusiastic and committed approach to supporting pupils progress is essential.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. • Knowledge of behaviour management strategies and ability to enable pupils to manage their own behavioural difficulties is essential.