



**Maiden Erlegh Trust  
Job Description**

<b>Role</b>	<b>Behaviour Support Worker</b>	<b>School/Department</b>	Please refer to advert
<b>Grade</b>	Grade 6, SCP 18-24	<b>Reports to</b>	Pastoral Lead
<b>Job Evaluation Code</b>	MET029	<b>Hours of work</b>	Please refer to advert
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To support positive student conduct around the school through our behaviour systems</li> <li>To analyse data within the behaviour management systems and provide regular reports to teaching and pastoral staff in respect of behaviour.</li> <li>To support the supervision of students during break and lunch times.</li> <li>To support the Pastoral Team in managing behaviour, being on hand to support throughout the day across all year groups.</li> </ul>		
<b>Scope</b>	<b>Staff responsibilities:</b> None		<b>Financial accountability:</b> N/A
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	<p>The postholder may occasionally be required to support other schools in the Trust.</p> <p>The postholder will be required to work across all Cranbury College sites to meet operational needs as appropriate.</p>		
<b>Main duties and responsibilities</b>	<p>In supporting our behaviour systems:</p> <ul style="list-style-type: none"> <li>To support the supervision of students during student break and lunchtimes;</li> <li>To support school behaviour management during student break and lunch time and allocated 'on patrol' duties;</li> <li>To analyse data within the behaviour management system and provide reports to the Inclusion Manager, teaching and pastoral staff;</li> <li>To offer in class support to promote positive behaviours where required</li> <li>To provide behaviour focussed interventions for specific students in a group setting and/or a 1:1 basis;</li> <li>To carry out other duties within the school, as required (e.g. morning and afternoon duties, supervising pupils in after school activities, off-site activities);</li> <li>Complying fully with school policy, all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments;</li> <li>To support the Pastoral Team in dealing with behaviour issues which may arise throughout the course of a day.</li> </ul> <p>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.</p>		
<b>Other requirements and responsibilities</b>	Enhanced DBS clearance is required.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_  
Post holder

Date: \_\_\_\_\_

**Maiden Erlegh Trust  
Person Specification**

Role	Behaviour Support Worker	School/Department	Please refer to advert
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in English and maths.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of relevant work with young people in one of a range of fields, including Education, Youth work, Health or Social Services;</li> <li>• Knowledge and understanding of issues related to Child Protection and confidentiality.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good general communication skills;</li> <li>• Ability to command and show respect;</li> <li>• Ability to offer a firm but friendly approach and be self-confident in dealing with young people;</li> <li>• Excellent time management and effective organisational skills;</li> <li>• Appropriate confidentiality in approach;</li> <li>• Willingness to understand the challenges young people face when growing up, and develop supportive ways of managing and dealing with these issues;</li> <li>• Resilience when dealing with vulnerable/ disaffected students;</li> <li>• A positive attitude and good sense of humour;</li> <li>• A sense of responsibility;</li> <li>• Ability or desire to drive the school minibus would be an advantage;</li> <li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		