



Post: Behaviour Support Worker (Prepare for Learning)

Salary: Grade D Points 6-9 (£25,989 - £27,254) FTE
37 hours per week, Term Time Only
Actual Salary £21,481 - £22,527

Responsible to: Assistant Principal – Behaviour

Purpose:

- To ensure that Kings Priory School is a place where our pupils thrive and knowledge matters
- To supervise all aspects of Prepare for learning with regard to processing nominated pupils for and to deal with all associated paperwork
- To promote a community of learners with purpose and passion while modelling Respect, Responsibility and Hard Work in all aspects of the role

Note for applicants:

This is a role that requires sound judgement and decision making, a warm and understanding, yet firm and clear, nature. You should be able to identify factors driving behaviour to create a safe space for our pupils and act as a role model.

Experience of working with young people is essential, this may be in a variety of settings. Current school-based knowledge is not essential and can be quickly gained during the role.

Organisational Relationships:

- Operational activity directed by the Assistant Principal responsible for Behaviour.
- Daily Liaison with relevant pastoral, teaching and SEND staff regarding pupils who will be attending Prepare for Learning that day

Main duties /Responsibilities:

To take responsibility for all aspects of supporting and engaging students nominated to attend 'Prepare for Learning' Unit including:

- Managing the behaviour and engagement of pupils in the 'Prepare for Learning' unit, many of which may be disengaged in learning
- Creating an environment that supports engagement and learning
- Ensuring pupils engage in the reflection activity
- Coordinating the provision of work for nominated pupils
- Success rating pupils at the end of every period
- Ensuring the timetable for prepare for learning is followed.



- Liaising with departments and Heads of Year regarding work set by subject specialists.
- Where appropriate, be involved in discussions giving feedback with Parents to support Year Heads and Pastoral leads if necessary. Working with these colleagues to input into the development, implementation and feedback on behaviour plans and solutions
- Ensuring the safe custody of completed work prior to its return to departments
- Ensuring Class-charts and CPOMS relating to pupils in Prepare for Learning are maintained, accurate and up-to-date for the day they attend.
- To keep appropriate records and data and liaise with appropriate colleagues concerning the activities of pupils in Prepare for Learning.
- To be familiar with the provision mapping of pupils with SEND and to anticipate their needs with regards to learning, behaviour and organisation
- In liaison with appropriate colleagues, to decide upon the best ways of helping pupils with SEND to access their learning
- To help promote independent learning
- To promote the development of organisational and study skills
- To keep pupils on task, to provide positive reinforcement and to build motivation
- To help build the confidence of all pupils and to enhance their self-esteem
- To understand and apply the KPS Behaviour Policy
- Completing attendance registers
- Creating a daily seating plan

To undertake other duties commensurate with the post, for example:

- Administrative support including preparation of emails, notes and reports, maintenance of records, photocopying.

All staff of Kings Priory School should:

1. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Promote and support the distinctive Christian character of the School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.