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| <b>TITLE:</b>           | Behaviour for Learning Assistant  |
| <b>GRADE:</b>           | G6 (SCP 6-11)   |
| <b>RESPONSIBLE TO:</b>  | Behaviour for Learning Manager & Deputy Manager   |
| <b>RESPONSIBLE FOR:</b> | Supporting the Behaviour for Learning System  |
| <b>PURPOSE:</b>         | Manage behaviour whole school, ensuring consistent application of the Behaviour for Learning policy |

### **DUTIES AND RESPONSIBILITIES/KEY AREAS:**

#### **Main Duties**

##### **1. Behaviour Support and Daily Operations**

- Support the Behaviour for Learning Team in vision and implementation.
- Supervise during morning, break, lunch and other duties.
- Manage and track detentions; supervise Isolation room.
- Assist with on-call system and behavioural incidents.

##### **2. Student Relationships and Welfare**

- Build positive relationships with students, parents and carers.
- Adhere to safeguarding procedures.
- Proactively address behavioural issues to foster a positive culture.

##### **3. Administrative and Communication Duties**

- Maintain records of student interventions and communications.
- Facilitate effective communication with students, parents and staff.
- Collaborate with Behaviour for Learning Manager and Deputy Manager.

##### **4. Miscellaneous**

- Support and promote the school's ethos and values.
- To participate in personal annual review process.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To undertake such other reasonable tasks that the BfL Manager, Deputy Manager BfL or the Headteacher may occasionally reasonably request.

**37 hours per week term time only + 5 days. Daily hours to cover the school working day.**

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**