

## Behavioural Support Assistant – Job Description

**Reporting to:** Inclusion Coordinator / Assistant Headteacher

**Liaising with:** Pastoral Team / Senior Leadership Team and the wider school team.

**Grade/Salary:** Band 3 (SCP 6-9)

**Hours of work:** 32.5 or 37 hours a week? Term Time Only

### JOB DESCRIPTION

#### *Core purpose*

To support the Inclusion Coordinator, Mental Health Lead and SENCO in helping students in overcoming individual barriers to learning. To provide support to the Heads of Year.

#### **Duties & Responsibilities:**

##### Key Duties

- To support inclusion and pastoral leaders in devising and delivering interventions for students with social, emotional, behavioural and mental health needs.
- To meet students following referrals to identify concerns and implement follow-up actions.
- To act as a key worker for specific students to identify strategies, to monitor their wellbeing and progress and communicate updates to staff.
- To develop and maintain confident and sustained professional relationships with students.
- To supervise an inclusion space for students who are unable to access the classroom for a short period of time.
- Support the reintegration into school and/or lessons for those students who have been absent from school and/or lessons due to absence related to social, emotional or mental health needs, including students returning from exclusion.
- Maintain contact with families and carers of pupils receiving support.
- Support our Heads of Year in investigating incidents, taking students statements and communicating with parents.
- To ensure records are appropriately accurate, detailed and confidential. To be responsible for sharing information, where appropriate, working within the current legislation (e.g. Child Protection Framework) and use existing software to record all pupil issues and actions taken.
- Contribute to SEMH register reviews and target setting.
- Supporting the School's Positive Behaviour Policy, supervising the behaviour support provision (Reflection) when required.
- To attend meetings, as necessary, with agencies, pastoral teams and leaders.
- To perform any task or duty under the reasonable direction of Inclusion Coordinator.

## Person Specification

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	
First Aid certificate		A
Mental Health First Aid Training		A
<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in an educational environment	A & I	
Experience of working with young people with extra needs (e.g. social, emotional, mental health).		A & I
Experience of using IT systems (Word, Excel)	A & I	
<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good administration, time management and self-motivation skills	A & I	
Willing and able to deal with people from a variety of backgrounds	A & I	
Ability to work as part of a team	A & I	
An understanding of how students learn and the potential barriers to learning.	A & I	
Ability to work to deadlines	A & I	
Ability to work on own initiative	A & I	
Ability to respond calmly to emergencies	A & I	
Willing and able to participate in further training for this post	A & I	
Willing to take part in an ongoing process of personal development and review.	A & I	

Willing and able to deal with students displaying disruptive behaviour e.g. argumentative

A & I

#### D. Personal Attributes

Essential

Desirable

Able to manage own workload

I

Able to prioritise

I

Able to show initiative

I

Willingness to support Catholic life in schools

I

Emotional resilience

I

Ability to self-evaluate and reflect

I

Ability to be respectful and promote equality of opportunity and diversity

I

#### E. Safeguarding & Equality

Essential

Desirable

Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation

I

Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.

I

Aware of equal opportunities in relation to this role

I

Enhanced DBS & Online Check (Satisfactory)

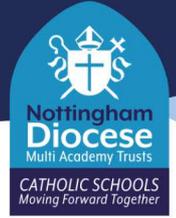
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Application (A) | Interviews (I) | References (R)



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*