



Job Description and Person Specification

JOB TITLE	Positive Behaviour Support Officers
RESPONSIBLE TO	Inclusion Manager & Assistant Principal
GRADE	Grade 5
SALARY	£26,403 to £28,142 per annum (Actual salary £22,781 - £24,281 based on 39 weeks)
HOURS	Term time - 39 weeks, 37 hours each week, 8:21am – 4:15pm

JOB DESCRIPTION

Overall purpose of the post:

To ensure that throughout the academy there is a calm and orderly learning environment where learning is not disrupted and students can thrive.

As part of the RESET (on call) system support students who need to regulate their behaviour, escorting to one of the inclusion rooms to RESET, reflect and reengage.

To support the Inclusion Manager to ensure students engage with learning in the RESET Inclusion Room and attend timetabled intervention sessions.

Main Duties and Responsibilities:

- Have a visible presence; patrol and monitor academy corridors throughout the day
- To remove students from lessons where required and escort them to the RESET Inclusion Room.
- To proactively reduce instances of negative behaviour through the rigorous tracking of trends in 'RESET' (on call) requests.
- To support students in the modification of any behaviours which do not meet Academy expectations.
- Demonstrating professional curiosity when required for any student who is out of lesson
- Respond to requests for RESET in the Academy, visiting classrooms and removing students where required by the classroom teacher, allowing learning of other students not to be impacted by behaviour.
- Document all behaviour incidents using academy systems
- Support students in social and emotional well-being, reporting problems to the teacher and Inclusion Manager as appropriate
- Assist the Inclusion Manager in coordinating the re-integration of students back into lessons
- Share information about students with other staff, parents/carers, internal and external agencies, as appropriate
- Book students into the RESET Inclusion Room and engage where required in behaviour modification practices and deescalation strategies



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- Develop relationships with students needing particular support in order that academic and behaviour progress targets are met
- Monitor carefully behaviour trends, ensuring that a proactive approach is taken to managing student behaviour.
- Visit lessons regularly to support students who have had a history of not meeting academy expectations
- Provide training to colleagues across the Academy as directed by the Senior Leadership Team, Inclusion Manager and SENCo
- Assist in escorting and supervising students on educational visits and out of academy activities
- Attending meetings, briefings and CPD as required to secure effective team working relationships and the development of skills
- To represent the pastoral team at Open Evenings and other relevant events
- To become a trusted adult for students, plan and lead extra-curricular opportunities and after-school clubs
- Lead detentions and interventions after school
- Support duties at break and lunchtime
- Cover and support in the RESET Inclusion Rooms as necessary
- To provide first aid to students, staff and visitors
- Invigilate formal and mock examinations
- To support the most vulnerable of students by having a consistent presence, modelling and demonstrating strong attendance and punctuality

Safeguarding

- Demonstrate a strong commitment to keeping young people safe
- Report any disclosures following the child protection and safeguarding policy and procedures and record on CPOMS

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy
- Undertake Fire Marshall duties in the case of fire and/or emergency evacuation where applicable
- To comply with the academy policies and procedures at all times
- To cover various duties in the event of sickness or absence, under the direction of the Inclusion Manager or senior team to enable a continuation of business need
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.



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Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Level 2 Qualifications in English and Maths or equivalent	✓	
Willingness to undertake and complete training to assist students	✓	
Willingness to undertake and complete training to enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in a school environment or working with children/young people	✓	
Experience of managing behaviour	✓	
Previous experience working with children with Special Needs and/or disabilities and/or challenging behaviours	✓	
Experience of trauma-informed practice		✓
Skills		
Excellent team member	✓	
Ability to effectively communicate with a range of audiences	✓	
Demonstrate physical resilience with continual patrolling, monitoring of corridors and visiting classrooms	✓	
Ability to motivate and enthuse young people	✓	
Ability to respect and maintain confidentiality, including following general data protection regulation	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
Excellent attendance and punctuality	✓	
Satisfactory DBS and recruitment checks	✓	