



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Behaviour Support Worker

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: The Assistant Headteacher (Head of Behaviour)

Grade/Salary: Band 3 SCP 6 - 9

Main purpose

- Support with front line 'On Call' behaviour
- Assist with removal of students from lessons on request from teacher staff
- Assist with the investigation and recording of behavioural incidents
- Assist with liaising with staff and Key Stage Leaders with regards to behavioural incidents
- Assist with the issue and administration of detentions in line with the Academy's Behaviour Policy
- Ensure upkeep of accurate behaviour records and files
- Writing behaviour reports
- Ensure all documents are securely filed and stored
- Take minutes of behaviour meetings, when appropriate
- Communicate effectively with parents via telephone/email
- Any other duties appropriate to the role
- Cover school reflection duties

Behaviour Duties:

- Be responsible for the consistent application of the behaviour for learning/rewards policy and any relevant policies related to pupil behaviour
- To ensure effective communication with parents/carers by making phone calls when needed to home to engage parents with the behaviour of their children and to inform them of poor behaviour
- To support in the documentation and procedures for exclusions
- To promote excellent standards of pupil behaviour.
- To follow the school's anti-bullying policy and procedure for dealing with bullying and conflict
- To store and record in an accurate and timely manner, incidences of bullying and conflict
- To support the school's on-call duty and detention system
- To support the school's rewards system
- To promote equality amongst pupils and staff and record incidents of discrimination in the correct manner



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All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives, living out the school's virtues at all times
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the Academy's appraisal process
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff

Other duties as requested by the Headteacher

The Behaviour Support Worker will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

	Essential	Desirable
Qualifications 5 or more GCSEs (grade 'C' or above) including English and Maths		✓
Experience Experience in an educational setting		✓
Skills, abilities and knowledge - Excellent communication (written and oral) and interpersonal skills - Ability to be flexible and use own initiative - Ability to remain calm and work well under pressure - Ability to work well independently and in a team, making a good contribution to the 'big issues' - Knowledge of the key factors that can affect how children can behave - Knowledge of a range of strategies that promote good behaviour in young people and an ability to demonstrate high levels of support - Ability to use ICT effectively	✓ ✓ ✓ ✓ ✓	✓ ✓
Personal Qualities - Energetic, confident and enthusiastic - Ability to build and maintain positive working relationships with adults and children - Ability to plan and manage time effectively - Well-organised and well-presented - Commitment to Saint John Houghton and the students in our care - Vision and virtues that are aligned with the school's - Personal drive and commitment to supporting young people	✓ ✓ ✓ ✓ ✓ ✓ ✓	

Notes:

This job description may be amended at any time in consultation with the postholder.



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Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
