



# HATCH END HIGH SCHOOL

## Behaviour Support Worker

Salary: H4 (£25,901 – £27,034 per annum) (Actual)

Based on 36 Hours per week - term time only

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## JOB DESCRIPTION

### JOB PURPOSE

- To provide support to students on off-site packages/provision to engage fully with the full range of their curriculum and monitor their achievement.
- Support students to overcome barriers and access learning both in and outside the formal classroom setting.
- Provide a range of specific support strategies/activities to re-engage students, particularly students who face social or emotional barriers to learning.
- Develop and implement personalised mentoring plans, supporting students to be successful in school.
- Collaborate with families to build trust and support engagement, ensuring students' wellbeing and academic success.
- Deliver tailored interventions – 1:1 support, small group work, and restorative practices to break down barriers to learning.
- Work closely with the teachers, SENDCO, and Senior Leadership to ensure a holistic, team approach.
- Provide support to students on off-site packages/provision to engage fully with the full range of their curriculum and monitor their achievement.

### REPORTING

The post holder will report to the Behaviour Manager & Deputy DSL with oversight by Deputy Headteacher.

### WORKING TIME

No holiday to be taken during term time. 30-minute lunch break to be taken at a time agreed by the Line Manager. Working hours are 8:30 - 4:15 Monday to Thursday and 8:30 - 4pm on Friday but flexibility will be needed to support safeguarding emergencies.

### KEY DUTIES

- Use a relationship-based model of practice, helping students and families to define the goals and desired outcomes that support good academic achievement and engagement in school.
- Implement and deliver established programmes for students with behaviour issues, poor attitudes to learning (e.g. anger management) and supporting social, emotional and mental health (SEMH) as individuals or small groups to improve behaviour, attendance and social skills.
- Complete activities as appropriate to help to build trust, confidence, self-esteem, self-efficacy, and resilience. Plan, develop and deliver activities with a focus on SEMH needs and reducing EBSNA.
- Complete action planning and demonstrate evidence of impact following mentoring. Co-ordinate the attendance action plan, tracking and ensuring all contributors are effectively delivering on time. Apply the principles of The Assess, Plan, Do, Review cycle. Keep accurate records of mentoring sessions and personalised mentoring plans.
- To be a member of the Safeguarding team responsible for the management of disclosures, referrals, and attendance at relevant professional meetings (case conferences, core groups and CIN meetings) and contribute to staff training and assemblies / PCSHE sessions regarding Safeguarding. Be prepared to undertake Safeguarding training Level 3.

- Operate reward and sanction systems and work with the pastoral and inclusion staff on developing and implementing Pastoral Support Programmes.
- To be the named contact, in the first instance, for enquiries from parents about the named pupils you are key worker for.
- Provide a daily lunchtime club / activity for vulnerable students in T11 and / or assist in general supervision of students at break times.
- Be prepared to undertake Physical Intervention Training.
- To implement the school's behaviour policy and support students in complying with that policy.
- To work with other professionals as necessary and appropriate.
- To undertake training, including inset, as appropriate. To cascade this training and facilitate the CPD within the department and across the school.
- To accompany teachers and classes on extra-curricular activities in a supporting role.
- To reflect on and develop own practice.

#### **OTHER DUTIES AND ACCOUNTABILITIES**

- Maintain appropriate and accurate records and carry out administration connected to the role.
- To be able to share ideas and use initiative where appropriate.
- To ensure complete confidentiality at all times.
- Act as a Fire Marshall if required.
- To invigilate examinations and act as reader or scribe if required.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Designated Safeguarding Lead (DSL).
- Use ICT effectively to support learning activities and develop student competence and independence in its use.
- To attend team meetings, whole staff training on Monday after school, additional CPD training, staff meetings and school events as directed; take part in performance appraisal
- Ensure compliance with your responsibilities as laid out in the Equal Opportunity policy and take an active role in promoting equality and diversity.
- Promote the School's policy on behaviour and punctuality for learning and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.
- Check emails daily to ensure that all information on the students is accurate and up-to-date.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.

**June 2026**



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### Person Specification

#### EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills e.g. NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Maths and English Grade C or above	Yes		Application
Level 3 Safeguarding training (or equivalent)	Yes		Application

#### EXPERIENCE

	Essential	Desirable	How Identified
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
Experience of effective working with children/young people and their families	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview
Able to manage Level 3 Child Protection cases.		Yes	Application Reference Interview

#### KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
A willingness to develop a range of approaches to assist in engaging with young people and to encourage them to engage with the learning process	Yes		Application Interview
An ability to build effective relationships with students while commanding respect and maintaining the ability to impose effective discipline	Yes		Application Interview
An awareness of the local community and a desire to identify positive activities for our young people		Yes	Application Interview
Knowledge of Email and Office applications, e.g. Word, Excel, PowerPoint	Yes		Application Interview
Knowledge of specialist education software such as Arbor		Yes	Application Interview
Initiative and flexibility. Ability to deal with unexpected or unplanned situations or reactions during the school day	Yes		Application Reference Interview

Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview

## OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A commitment to the school's ethos, aims and its whole community	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality record	Yes		Interview Reference
DBS Checked	Yes		Application

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