

## **BEHAVIOUR SUPPORT & SUPERVISOR OFFICER JOB DESCRIPTION**

**Grade:** Scale 6

**Hours (standard):** 36hrs per week

8.15am - 4.15pm Mondays- Thursdays; 8.15am - 4.00pm Fridays)

**Responsible to:** SLT Link

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### **Job Purpose**

The role of the Behaviour Support & Supervisor Officer is to provide support for the students who are seen within the auspices of the BFL system, to act as a mentor and mediator for the students as they come within the system. To work with the Heads of Year, designated Safeguarding Lead, SENCO, External Mentors and the wider Pastoral Behaviour team.

To assist with the maintenance of high standards of behaviour in unstructured time, lesson transition and the inclusion room. Ensuring the focus is, at all time, on the continuation of student learning.

### **Responsibilities / Duties**

- Work under direction of the BFL Manager/AHT Behaviour to investigate behavioural incidents and maintain high standards of behaviour in the Academy.
- Working with the Heads of Year to support behaviour and to be pre-emptive; understanding and using behaviour data and attending the Vulnerable Student Panel meetings.
- Investigate incidents, collating statements and evidence for summary documents, and reintegration documents as necessary, holding Restorative Justice meetings with students as appropriate.
- In the absence of BFL Manager completing summary documents for suspensions and presenting these to Heads of Year, assistant Headteacher for Behaviour and the Headteacher.
- Communicate behaviour concerns with parents and carers professionally, clearly, and in partnership with Heads of Year.
- Supervise the Reflection Room, Students Services and the BFL Office on a rota, maintaining the Academies expectations.
- Work with external mentoring or support services to reinforce school values and expectations.
- Support the arrival of students to school at the gate in the morning, supporting SLT to ensure entry to school, recording concerns and monitoring students late arrival to school.
- Support the arrival, dismissal and break and lunch for students,
- Oversee the school's detention system in collaboration with admin staff, ensuring accurate logging, timely communication, and smooth execution of after-school detentions.
- Ensure detentions are used effectively as part of a broader strategy to reinforce behaviour expectations.
- Provide a physical presence during transitions.
- Carry out learning walks focused on behaviour and climate, informed by data and directed by the Behaviour Lead.
- Proactively monitor key students and identified lessons of concern.
- Model calm, firm, and consistent adult authority in every interaction.
- Ensure student behaviour always supports learning and reflects the values of the school.
- Ensure all incidents reported to BFL are actioned, maintaining an accurate log and ensuring this is communicated to HOY and Pastoral administrator.

- Support on pre-emptive work with key students through BSP's, Reports to BFL team and Anger management.

**General Duties**

- Carry out other reasonable duties as directed by the Behaviour Manager or a member of the Senior Leadership Team.
- Maintain absolute professionalism and discretion in line with school safeguarding and behaviour policies.
- Attend training and contribute to whole-school development on behaviour strategy, culture, and routines.

**Line Management :**

n/a

**Additional Duties:**

- Carry out other reasonable tasks as directed by the Line Manager or member of the Senior Leadership Team.
- Performing other such duties as are reasonably correspondent with the general character of the post and are commensurate with its level of responsibility.

**General:**

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools' policies and procedures at all times.

**Agreement:**

Date of review: \_\_\_\_\_

Signed (post holder): .....

Name (Print): .....

Signed (Line Manager): .....

Name (Print): .....

Signed (Headteacher): .....

## Person Specification

	Essential	Desirable
<b>Qualifications / experience</b>	<ul style="list-style-type: none"> <li>- Grade C/5 or above in GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in a school environment</li> <li>- Working in a similar role</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>- Knowledge of working within an education setting</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of working within a secondary school</li> </ul>
<b>Personal Attributes &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>- Ability to relate well to children and adults.</li> <li>- High personal standards</li> <li>- Good time-keeping skills</li> <li>- Have excellent organisational skills</li> <li>- Full working knowledge of Microsoft Office and Microsoft Outlook</li> <li>- Ability to prioritise and escalate queries effectively in order to deliver on objectives</li> <li>- Able to use initiative</li> <li>- Positive / can-do attitude</li> <li>- Flexible Approach</li> <li>- Excellent communication skills</li> <li>- Ability to work meticulously and methodically.</li> </ul>	