

JOB DESCRIPTION

Role Title	Department	Reports to
Behaviour Support Worker	Pastoral	Assistant Headteacher

PURPOSE

To maintain a safe, orderly and positive learning environment at the Academy. Working closely with the Heads of Year and the pastoral team, the post-holder will support the delivery of the Academy's behaviour strategy, lead restorative practice and ensure that all students are able to access high-quality education.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Behaviour Management & On Call

- Staff the On Call system, responding promptly to requests from teaching staff and removing pupils from lessons as required.
- Support Heads of Year with behaviour follow-up, ensuring consequences are applied consistently and in line with the Academy's Behaviour Management Policy.
- Facilitate restorative conversations with students, supporting them to reflect on their behaviour and repair relationships with peers and staff.
- Act as the first point of escalation for behaviour issues arising.

RRK Ambassadors

- Coordinate the RRK Ambassadors and provide guidance on supporting pupil behaviour.
- Promote the RRK (Respect, Responsibility and Kindness) ethos across the Academy, acting as a visible champion for positive behaviour.

Reintegration & Support

- Support the reintegration of students back into lessons following exclusion or suspension, ensuring appropriate transition plans are in place.
- Work collaboratively with the SENCO, Heads of Year and teaching staff to identify students at risk and implement timely support.
- Contribute to multi-agency meetings and reviews as required, sharing relevant behaviour information.

Data & Administration

- Maintain accurate and up-to-date behaviour logs, recording all incidents and interventions.

- Contribute to behaviour data analysis, providing reports and information to the Senior Leadership Team as required.
- Assist in reviewing and evaluating the impact of behaviour interventions and strategies.

Other Duties

General

- To work as an effective member of a team and to always promote teamwork
- Observe good working practices and current health and safety regulations
- Observe and adhere to all Policies, Procedures and Regulations
- To carry out any other reasonable duties as requested by your Line Manager, a member of the Leadership team or the Headteacher.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C/4 or above, or equivalent (E) • Level 2 or above qualification in Supporting Teaching and Learning, Youth Work or a related field (D) • Evidence of continuing professional development relevant to behaviour support or pastoral work (D)
Knowledge/Experience	<ul style="list-style-type: none"> • Experience of working with young people in a school, youth work or care setting (E) • Knowledge of behaviour management strategies and restorative practice (E) • Understanding of safeguarding and child protection requirements (E) • Experience of maintaining accurate records and contributing to data analysis (D) • Familiarity with SIMS or similar school management information systems (D)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Competent in the use of IT, including Microsoft Office programmes (E) • Ability to produce clear written records and reports (E) • Knowledge of SIMS management systems (D)
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> • Calm, resilient and able to remain professional under pressure (E) • Strong interpersonal and communication skills, able to build positive relationships with students, staff and families (E)

	<ul style="list-style-type: none"> • Ability to de-escalate conflict and manage challenging behaviour with confidence (E) • Commitment to inclusion, equality and the achievement of all students (E) • Excellent attendance and punctuality (E)
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Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: