

JOB DESCRIPTION

Job Title:

BEHAVIOUR SUPPORT WORKER

Location:

CHARNWOOD COLLEGE

Job Purpose:

To provide support to specified individuals or groups of students in order to raise motivation, overcome barriers and achieve their full potential. This a crucial role in supporting leadership of student behaviour and wellbeing. Work alongside the Pastoral Department and the Vice Principal to contribute to the day-to-day organisation and management of student welfare and behaviour across the Academy.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Vice Principal

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

To ensure the maintenance and security of activities within the Academy are effectively and efficiently undertaken and to provide an excellent service level to the overall running of the academy.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

- ★ You will support the Pastoral Teams in the day-to-day management of behaviour, attendance and welfare as directed by the Principal.
- ★ You will contribute to the supervisory duties in the Isolation Room and around the Academy.
- ★ You will support and provide cover to the school Lunch Clubs and other breaktime activities as required.
- ★ You will assist in following up behaviour incidents as allocated by the Principal, Behaviour Manager, Pastoral team.
- ★ You will support student participation, involvement and responsibility in line with stated policies and procedures.
- ★ You will support and assist students in managing their own behaviour and in achieving their social/emotional and behavioural targets both inside and outside the classroom.
- ★ You will support the operation of the behaviour management systems in line with the Academy's agreed Behaviour Management Policy in order to raise the standards of behaviour across the Academy, including high standards of dress, punctuality and correct equipment.
- ★ You will support with administrative tasks e.g. record keeping and the preparation of documentation.
- ★ Under the direction you will carry out intervention with students following a graduated approach.
- ★ You will carry out student observations to identify barriers to success as directed by the Principal, Vice Principal and Pastoral teams.
- ★ As directed by the Principal, be a 'key worker' for selected students.
- ★ Any other duties assigned by the Principal or Executive Principal.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting or similar	✓		
★ Experience of working as part of a team	✓		
★ Experience of managing behaviour	✓		
★ GCSE A*- C (Grade 4 or over) or equivalent in English and Mathematics		✓	
★ Further education qualifications		✓	
★ Experience of using MIS software e.g. Bromcom/SIMs		✓	
★ Experience of producing data reports		✓	
★ Safeguarding training		✓	
Knowledge and Experience			
★ Understanding of the main challenges for students in the secondary sector	✓		
★ Ability to deal with a range of different student behaviours	✓		
★ Understanding of behaviour management strategies	✓		
★ Awareness of Inclusion within a school setting	✓		
★ Experience of mentoring/coaching of young people		✓	
★ Understanding of First Aid procedures and First Aid qualification or willingness to be trained		✓	
Skills and Abilities			
★ An accomplished user of ICT and ability to share skills with other team members	✓		
★ Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓		

★ Ability to supervise students effectively both in and out of school in line with the Academy's behaviour policy	✓		
★ Ability to deal with sensitive information in a confidential manner	✓		
★ Ability to provide a good role model to young students and promote a positive ethos	✓		
★ Ability to use own initiative and work flexibly as well as part of a team	✓		
★ Ability to remain calm when dealing with situations involving challenging behaviour	✓		
★ Ability to forge positive relationships with parents, particularly those hard to reach	✓		
★ Ability to judge when advice or assistance is needed to meet the needs of students, and to react calmly and quickly in an emergency	✓		
★ Good communication skills	✓		
★ Ability to promote a positive ethos	✓		
★ Ability to work sensitively and effectively with students and staff	✓		
★ Evidence of a commitment to continuing professional development		✓	
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.