



**Affinity**  
Learning Partnership

## **Job Description and Person Specification**

Post Title:	Behaviour Support Assistant
Accountable to:	
Grade:	ALP 3
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

To provide student and administrative support to the support and guidance team.

## KEY ACCOUNTABILITIES:

### SUPPORT TO PUPILS

- To implement and ensure the academy Behaviour Policy and procedures is adhered to.
- To co-ordinate detentions, liaising with parents, students and staff.
- To manage the administration of logging, escalating and implementing detentions.
- To be a visible presence around the academy to support our promotion of excellent behaviour at all times from students.
- To support S & G teams with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues if necessary.
- To support with home visits, where appropriate.
- To provide cover for the removal room if/when required.

### ADMINISTRATION SUPPORT

- To contribute to the implementation of the behaviour management system, recording data, managing information and producing regular reports.
- Assist with pastorally related administration which may include: to input data to allow the preparation of reports for students, staff and parents; provide general administrative support as appropriate according to the needs of the school.
- To administer the detention system.

### SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.

- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: BEHAVIOUR SUPPORT ASSISTANT

Education & Qualifications	Essential	Desirable
Good numeracy and literacy skills.	✓	
A range of qualifications or experience in a relevant discipline.	✓	
<b>Experience</b>		
Experience working with or caring with children of relevant age group.	✓	
<b>Knowledge &amp; Skills</b>		
Good communication skills.	✓	
Ability to relate well to children and adults.	✓	
Have good organisational skills.	✓	
Ability to work constructively as part of a team and on own initiative.	✓	
Use basic technology e.g. computer, photocopier.	✓	
Have a flexible approach to work and be prepared to undertake routine administrative tasks outside of the classroom if required.	✓	
<b>Personal Attributes</b>		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	

Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
<b>Commitment</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Other</b>		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
Ability to speak an additional Language		✓