



Job Description

Post:	BIR/On Call Supervisor
Responsible to:	Assistant Headteacher
Salary scale:	Scale 6 (£30,775-£31697) Actual Salary
Location:	Forest Gate Community School

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To help raise standards by working as part of a team to support students who need help to overcome barriers to learning and who are placed in our Behaviour Improvement Room (BIR). To ensure high standards of learning, behaviour and appearance for all students in the BIR during the school day.

Duties and Responsibilities

1. Provide leadership and management for all students who are sent to the BIR ensuring high standards of behaviour, learning and achievement
2. Collect students promptly from classrooms when they are referred to the BIR, ensuring calm, safe, and efficient transitions.
3. Escort students who arrive late to school or lessons to their classrooms, ensuring they are settled appropriately and expectations are reinforced.
4. Respond promptly to calls from reception, attending as required to support student behaviour, supervision, or safeguarding needs.
5. Respond promptly to toilet referrals, collecting students when requested to ensure safeguarding, minimise disruption, and support a swift return to learning.
6. Implement the school's behaviour policy at all times and model it for students
7. Model explicitly and teach expected behaviours in order to support students with returning to class successfully and sustainably

8. With the Senior Leadership Team provide high quality resources to ensure students' learning in the BIR
9. Provide daily and half termly reports on referrals to the BIR
10. Ensure the smooth day-to-day running of the BIR, including supervision, organisation, and timely pick-ups and movement of students.
11. Communicate regularly with the Head of Learning and contribute to the implementation of individual action plans and help monitor and assess progress targets set out for students who are repeatedly referred to the BIR
12. Keep efficient records in line with school procedures and produce written reports as required from time to time
13. To attend line management meetings to exchange information on students and discuss referrals and work effectiveness
14. Contribute to the detention programme ensuring accurate records are kept, good parent communication and good attendance and conduct of students
15. To take part in and contribute to, where appropriate, staff training programmes
16. To offer active support for and supervision of students at lunchtime
17. To contribute to extra-curricular activities where appropriate
18. Undertake the duties of a first aider on site and attend first aider training as and when required
19. Ensure children are safe
20. To cover for absent colleagues where appropriate
21. Undertake any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting school priorities
22. Assist the Heads of Learning to follow up behaviour incidents in the first instance, gathering information, resolving matters and notifying parents where appropriate
23. To deal with incidents, maintain good behaviour and provide support. This includes unstructured times of the day including before registration, break times, lunch times and after the end of the school day
24. To plan an exit strategy and monitor identified students following their return to classes from the BIR

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.