

Whickham School and Sports College



JOB DESCRIPTION

POST: BEHAVIOUR SUPPORT OFFICER

GRADE: Grade F (SCP 23 – 26 £22,462 – £24,499) pro rata to term time

Purpose of the post and main scope of responsibility:

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be. The Behaviour Support Officer will be based in the Behaviour Inclusion Support area and will work with pupils excluded from or otherwise not working to a normal school timetable.

Responsible to: Behaviour Support Manager

Hours of Work:

- 37 Hours per week. 8.30am – 4.30pm (4.00pm on Fridays)
- Term time.

MAIN DUTIES

Purpose of the post and main scope of responsibility:

- To support individuals or small groups of children on a withdrawal basis who are experiencing behavioural difficulties.
- To help children in learning as directed by the child's teacher.
- Liaise with teaching staff in planning and adjusting learning activities as appropriate.
- Support pupil's access to learning using appropriate strategies and resources.

- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- To work with pupils to prepare them for a return to regular lessons.
- To liaise with pastoral staff in school in respect of the reintegration of pupils from the centre back into school.
- To work with pastoral staff to contribute to IBP's and IEP's.
- To offer teachers support and advice and to model approaches that help children manage their emotions, social skills and behaviour more effectively.
- To liaise with parents, teachers and other professionals/agencies about children's progress.
- To keep records of children's responses to behaviour change programmes.
- Be responsible for writing reports on pupils work, behaviour and attitude within the centre and liaising closely with pastoral staff regarding these reports.
- To complete follow up work with pupils in school who have been reintegrated into normal lessons.
- To carry out home visits when necessary.

OTHER DUTIES

- To adhere to working practices, methods and procedures and to undertake relevant training and development activities and to respond positively to new and alternative systems.
- To be responsible for ensuring the Health and Safety of pupils.
- Establish a good working relationship with pupils.
- Challenge and motivate pupils promoting and reinforcing self esteem.
- Implement supervision of pupils out of school hours as directed.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to line manager.
- To carry out any reasonable request made by the Headteacher or line manager.

STAFF DEVELOPMENT

- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed

GENERAL

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

Date.....

PERSON SPECIFICATION

E= Essential, D = Desirable

| | E | D |
|--|---|---|
| Skills/Abilities | | |
| Able to write reports that present information to be used by health and educational professionals | | ✓ |
| Able to demonstrate understanding of complex problems and apply in depth knowledge to address them | ✓ | |
| Empathetic and considerate attitude towards children experiencing difficulties in their lives | ✓ | |
| A team player able to build effective working relationships with all pupils and colleagues | ✓ | |
| Ability to understand and follow procedures e.g. health & safety, child protection, school behaviour policy | ✓ | |
| Ability to prepare and organise a range of resources to support learning programmes | ✓ | |
| Experience of preparing for and attending Child in Need meetings | | ✓ |
| Able to have a positive impact on desired student behaviour | ✓ | |
| Able to generate enthusiasm in students | ✓ | |
| Good communication skills, able to clarify and explain instructions clearly | ✓ | |
| Professionally discrete and able to respect confidentiality in particular areas | ✓ | |
| To be involved in ongoing Professional Development | ✓ | |
| Effective use of ICT | ✓ | |
| Ability to work with and analyse data | | ✓ |
| Full, clean driving licence | | ✓ |
| Knowledge and Understanding | | |
| Knowledge of the education system | ✓ | |
| Some knowledge of the Children Act and education legislation | | ✓ |
| Awareness of the reasons for students getting into difficulties and strategies for how to assist students in overcoming them | ✓ | |
| Knowledge or experience of : SEN Code of Practice Positive Behaviour Management Anger Management strategies Descalation techniques | | ✓ |
| Experience | | |
| Experience of working with children, parents and teachers | | ✓ |

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|---|---|---|
| Experience of working with children with challenging behaviour | ✓ | |
| Qualifications | | |
| Degree or equivalent | | ✓ |
| Qualification in social work psychology or behaviour management or equivalent experience | | ✓ |
| Attributes | | |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | ✓ | |
| Ability to work cooperatively and collaboratively in a multi-disciplinary team | ✓ | |
| The ability to remain calm under pressure | ✓ | |