

Ferryhill Business and Enterprise College

Job Title:

Behaviour Support Assistant

Grade:

Grade 3

Hours:

Term Time - Full Time (32.5 hours)

Reporting to:

Business Manager - Overall
Deputy Head Teacher – Day to Day

Main Duties:

- To supervise and support students in the Isolation Unit
- To arrange work packages for students in the Isolation Unit or educated elsewhere (for example, long term absence)
- To support students being re-integrated
- To supervise students on visits, trips and out of school visits as required
- To contribute to established links between home and school
- To maintain records of support and contribute to reviews of student progress
- To support students taking examinations
- To work with subject teachers in classrooms, laboratories, workshops etc. to provide help to students when required
- To liaise with subject teachers to become familiar with schemes of work and the tasks expected from students in individual lessons – time particularly KS4.
- To assist teachers in the preparation and management of teaching and learning materials used in the classroom and classroom/corridor displays.
- To work with individual students or small groups of students to provide specific help with aspects of learning e.g. literacy skills, behaviour, use of Successmaker, Progress Units etc.
- To attend and participate in regular meetings
- To attend relevant in-service training and participate in whole school training as appropriate
- To provide general help in maintaining the responsible behaviour of students around the school.
- To maintain school standards on discipline and behaviour and to record incidents on SIMS Behaviour Management.
- To carry out any other duties as agreed with the Line manager.
- To support the administration of the lateness and smoking policy.
- To work alongside the deputy head to develop a support mechanism for supporting students in class.
- To provide support for students who have minor sickness problems.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.