

Job Description

Title of Post: Behaviour Support Officer
Responsible to: SLT and Extended Leadership Team
Responsible for liaison with: SLT, Extended Leadership Team, Heads of Year, Teaching and Support Staff, Governors, External Agencies, the Local Authority, the School and Wider Community.
Salary: Grade 5 term time.
<p>Job Purpose:</p> <p>Supervise pupils with behavioural issues within the school, working with other staff to ensure appropriate systems are in place for those pupils</p> <p>To be a member of the pastoral team which ensures the highest possible standards of progress, achievement, attendance, behaviour and well being of all students.</p>
<p>Outline Tasks:</p> <ul style="list-style-type: none"> • To supervise pupils referred to the school's inclusion/behaviour centre, including external pupils and pupils following alternative programmes of study • To support pupils with their work using appropriate strategies and resources and manage their behaviour • To supervise lunchtime detentions • Liaise with parents ensuring high quality links between families and school so that issues can be addressed in an effective and timely manner. • To liaise with teaching staff to ensure pupils have appropriate work set and provide feedback on pupil progress • To maintain the database of pupil referrals to the unit • To input pupil information into SIMS behaviour database and collate daily reports on pupil's work completion and behaviour • To liaise with the Coordinator of Learning, Inclusion Manager, Learning Mentor, SENCO and others as necessary to provide support as required • To liaise with Coordinator of Learning Year 7, to manage integration of identified pupils from year 6 • To liaise with KS3 and KS4 Coordinator of Learning to manage integration for in year transfer students with identified behaviour needs (including managed moves) • Cover lessons in the event of staff absence • Act as Examination Invigilator as required

- To use ICT applications and databases effectively to deliver administrative tasks
- To communicate effectively with colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness.
- To support the duty rota as necessary as part of the Duty Team
- To undertake any other duties that are commensurate with the post