 

| **Behaviour Support Officer: Job Description****Salary Grade:** Grade 5 working term time only plus 10 days.This job description may be amended at any appropriate time, following consultation between the Headteacher and the Behaviour Support Officer. It will be reviewed annually and performance management objectives will be agreed. |
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| **Main Purpose**The Behaviour Support Officer will work within the Behaviour Support Unit within the school, supervising students who are placed temporarily in the unit. Managing and mediating behaviour issues with these students immediately following an incident. Facilitating and delivering behaviour restoration techniques with a view to helping students to correct their behaviour to an acceptable level and return to classrooms. Liaising with teachers, parents/carers and relevant agencies for further student support where applicable. |
| **Specific Duties and Responsibilities*** Supervision of students in the Behaviour Support Unit.
* Ensure that all students are known and valued as individuals and that they know that they are valued as an individual.
* Managing student behaviour immediately following an incident.
* Working with students who have been placed in the unit on either a full or part time basis.
* Conducting initial restorative justice techniques and discussions with students placed in the unit.
* Contribute to effective working relationships with staff working closely with members of the pastoral team to ensure effective support for students.
* Supervising students in the unit, supporting them with their learning following work provided by curriculum staff.
* Supporting students in lessons to support reintegration back into the classroom.
* Liaising with parents/carers and external agencies.
* Maintaining accurate student records.
* Maintaining a high level of communication with other staff members, in particular relevant teachers, pastoral and SEND staff.
* To attend any required meetings.
* Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students’ welfare and developing good behaviour in the academy and in wider society.
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| **Other professional requirements** * To consistently promote the academy in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders
* To play a full part in the life of the School Community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* Have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education
* To comply with the Academy Health and Safety Policy
* To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.  |