**Trinity School, Sevenoaks**

**Behaviour Support Co-ordinator Job Description & Person Specification**

Job Title: Behaviour Support Co-ordinator

Responsible to: AHT and/or Head of KS3/4

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Role Purpose**

**To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for all pupils including those with Special Educational Needs.**

**Specific Responsibilities**

* **To supervise the IEU, ensuring that the students adhere to the rules and expectations of the room**
* **To ensure that work is organised for students to complete in IEU**
* **To monitor the work of all students in IEU to ensure that it is completed to a satisfactory standard**
* **To report to HoK at the end of the day on the work and behaviour of those students in IEU**
* **To complete all necessary paperwork for students in IEU**
* **To monitor SIMs for SLT callouts and alert the on call member of staff**
* **To complete all necessary logging for parked students**
* **To feed back to teaching staff on the behaviour and work of students that are parked**
* **To carry out general admin duties that support the pastoral team**
* **To meet with parents about their child as directed by the pastoral team**
* **To carry out any other responsibilities that the Headmaster deems appropriate to the roll**
* Provide general support for students who are re-integrating into school following prolonged absence /change of school /exclusion.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Good GCSE in English and Maths (C+ grade or level 4 or equivalent) | * A-level and/or degree qualifications |
| **Experience** | * Proven track record of raising student attainment. * Ability to work with a diverse ability range. * Proven track record of good behaviour management. * Team player |  |
| **Knowledge** | * An understanding of how to get the best out of every individual student. |  |
| Skills | * Strong skills of diplomacy and reason to ensure students who are not meeting school expectations are helped and supported. * Strong behaviour management skills. * Ability to work with others * Confident and competent user of ICT |  |
| **General/**  **Personal Qualities/Attributes** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiastic and with a passion for the success of young people * Patience |  |

**Signed………………………………………… Date………………………………………**

**Employee**