

Job Description

Title:	Behaviour Support Officer
Hours of Work:	36 hours per week; term-time only
Responsible to:	Assistant Principal
Salary Range:	£22,506 - £24,510 pa; pro-rata

Responsibilities:

- Use SIMS/other in-house behaviour and attendance systems, to track attendance and behaviour patterns, liaising with pastoral and senior staff as required.
- Work with pastoral staff to address issues of attendance and behaviour which affect learning, providing additional capacity for Progress Leaders around low-level disruption and parental liaison.
- Work with progress leaders and other pastoral staff to identify students that are at risk of exclusion and intervening appropriately.

Main duties:

I. Attendance

- I.1 To actively support the raising of attendance levels and the reduction of regular and/or persistent absence across all year groups.
- I.2 To lead on the development of effective, high quality communication with students and parents/carers in order to ensure high levels of attendance.
- I.3 To work with the Assistant Principal, Education Welfare Officer and the Progress Leaders to implement intervention in school to target individuals and groups with attendance concerns, including carrying out home visits and setting up parental contracts where appropriate.
- I.4 To be responsible for the recording, tracking, maintaining and processing of data using SIMS attendance software and other related packages such as IRIS.
- I.5 To monitor and investigate first day unexplained absence of pupils communicating with parents as necessary and pastoral staff.
- I.6 Using SIMS attendance software reports to identify any trends and patterns in pupil absence in liaison with tutors, Progress Leaders and senior staff. This will include the production of weekly, monthly and other timely reports as required.
- I.7 To act as point of contact with Education Social Work Service and be the link person for prosecutions, parental contracts and other work relating to processes addressing student absence at a stage beyond school intervention.

- 1.8 To report to parents on specific aspects of information required regarding systems and practices relating to attendance.
- 1.9 To assist the Data Leader in ensuring the accurate maintenance of data held in SIMS, and other data held in support of school management/admin.
- 1.10 To provide statistical information and data reports as required by the Data Leader, Progress Leaders and SLT in relation to annual school censuses and other returns.

2. Pastoral Support

- 2.1 To be pro-active in using all available data to identify students that are at risk of exclusion from school and intervening at an early stage to prevent this.
- 2.2 To provide daily support to the Progress Leaders for behaviour and attendance issues, including the contacting of parents where appropriate.
- 2.3 To act as a first point of contact for teaching staff requiring pastoral support during lesson time and to deal with any student accordingly.
- 2.4 To ensure communication with the relevant Progress Leader is maintained around all student matters relating to attendance and/or pastoral support, including the logging of information on SIMS and maintaining records in student files as appropriate.
- 2.5 To be aware of all pastoral issues relating to students on transition by providing support to the relevant Progress Leader in terms of planning, visits and transition day activities and follow-up, including events for parents.

3. First Aid

- 3.1 To undertake appropriate first aid training (if required) to be able to administer first aid as and when required.

Administration

- 3.2 To undertake routine clerical tasks e.g. updating pupil data on the school database;
- 3.3 To undertake basic clerical duties including filing, faxing, record keeping, word processing and distribution of documents;
- 3.4 To undertake any other duties in connection with the administration of the school as reasonably directed by the Director of Finance and Operations or member of the Senior Leadership Team.

4. General

- 4.1 To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 4.2 To co-operate with SLT as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- 4.3 This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Person Specification

Behaviour Support Officer

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	Able to communicate effectively with staff, students and parents	E	A, I
1.2	Has strong organisational skills	E	A, I, E
1.3	Able to work to tight deadlines	E	A, I, E
1.4	Able to work well within a team	E	I
1.5	Has the ability to relate to young people between the ages of 11 to 18	E	A, I
1.6	Can take initiative and work independently	E	A, I
1.7	Is enthusiastic and has a positive attitude	E	I
1.8	Able to work to high levels of accuracy	E	A, I, E
1.9	Able to plan, prepare and prioritise to ensure completion of tasks	E	A, I, E
1.10	Able to deal with potentially challenging situations calmly and with confidence	E	A, I
2	Characteristics		
2.1	Is open, honest and approachable	E	A, I
2.2	Has a willingness to be flexible in order to meet the needs of the school	E	I
2.3	Is self-motivated and hard working	E	A, I
2.4	Has a sense of humour and optimism	E	I
2.5	Demonstrates a professional image and demeanour	E	A, I
2.6	Has high levels of integrity	E	A, I
2.7	Has emotional intelligence and discretion	E	A, I
2.8	Is resilient	E	A, I
3	Skills		
3.1	Has strong ICT skills including Word/Database and Excel	E	A, I, E
3.2	Has the ability to prepare reports	E	I, E
3.3	Has knowledge of the SIMS system	D	A, I
3.4	Is able to research data from sources	E	I, E
3.5	Is able to input data to accurate and high standard	E	I, E
3.6	Has analytical skills and the ability to solve problems and draw conclusions from a range of information sources	E	I, E
4	Qualifications and Experience		
4.1	Has experience of working with (challenging) children	D	A, I
4.2	Has previous administration experience	E	A, I, E
4.3	Has experience of working within an educational setting	D	A, I
4.4	Has experience of working in a pastoral / attendance role	D	A, I
4.5	Has proven competence in Excel	D	A, I, E
4.6	Holds GCSE/A-Level or equivalent qualifications (Grade C English)	D	A
4.7	Has previous experience of working with data	E	A, I, E
4.8	Holds a First-Aid/Medical qualification	D	A, I

A = Application form and letter of application

I = Interview

E = Exercise at interview