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| **THE BISHOP OF WINCHESTER ACADEMY JOB DESCRIPTION- SUPPORT STAFF** | |
| **Section One General information** | |
| **Post Title** | Behaviour Administrator |
| **Post Holder:** |  |
| **General Duties:** | All academy post-holders are expected to support the sponsors’ vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.  Daily ACT listings twice a day & deliver slips to teachers.  Resolving on SIMs for attendance at ACT’s.  Ensure that all IE letters are sent out on time and that SIMS has been updated.  Ensure that all 2-5 letters are sent out on time and that SIMS has been updated.  Creating & maintaining IE, 2-5 and ACT listings for recording keeping.  External Exclusions Administration (working with DGI – Education Social Worker)  Creating ‘Hot spot’ data report weekly for key students, teachers & subjects using SIMs. (Friday)  Produce LAPPs & Behaviour reports weekly on SIMs. (Friday)  Produce weekly student ‘Birthday lists’ to send out to staff. (Monday)  Weekly students on ‘WAVE REPORT’ send to HOY & mentors. (Wednesday)  Communicate with staff to confirm phone calls have been made & recorded in line with the ‘behaviour policy’ with YP & RP sanctions.  Complete filing of student witness statement.  Ensure the filing and scanning of first aid forms on SIMs is completed.  Covering student desk at break time and when required.  Ensure that teaching staff conduct reintegration meeting after I/E  To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.  To liaise with staff, teachers, management, governors, external organisations and any other parties as required on a regular basis. |

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| **Reporting to:** | Head of Behaviour |
| **Responsible for:** | Providing an effective administrative support service to the behavior team. |
| **Liaising with:** | Behaviour and Inclusion Team, Assistant Vice Principal, staff and pupils. |
| **Nature of Contract:** | Standard Terms and Conditions of Support Staff |

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| **Salary Scale:** | Salary & hours subject to negotiation & experience |
| **Disclosure Level:** | Enhanced |
| **Review Date:** | Annually as part of the Performance Management process. |
| **Section Two**  **Professional Duties and Responsibilities** | |
| **Ethos** | All academy post-holders are expected to support the sponsor’s vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope. |
| **Specialism’s** | All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics. |
| **Self Development** | To continually seek development opportunities to improve personal performance Senior Deputy Vice Principal is advised of training needs.  Development opportunities are sought/acted upon. |
| **Attitude** | To act as a professional and positive ambassador for the academy in order to support the academy’s mission and profile  Positive/constructive feedback from parents/pupils/visitors/colleagues/ supporters will evidence supportive attitudes  Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms. |
| **Policy promotion** | To actively promote the academy’s Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times. |
| **Safeguarding** | To adhere to and follow the academy’s Safeguarding procedures in order to protect the safety of all children. |
| **Confidentiality** | To ensure confidentiality of the academy’s activities is maintained in order to protect the integrity of the organisation and its people. |
| **Flexibility** | To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation. |

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed:

Date:

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.