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**Behaviour Support Coordinator - Term time only**

**Hours of work: 8:30am to 3pm Monday to Friday**

**JOB DESCRIPTION**

**Responsible to: Senior Leadership Team**

**Pay Range: NJC Grade 5, point 23**

**Role:**

* To be responsible for ensuring that internally excluded students are supervised and complete the work set
* To supervise and support students in completing the work set by subject teachers, discuss with students the reasons why they were internally excluded and look to support them in developing strategies to avoid further internal seclusions
* To provide monitoring reports for Pastoral Leaders and Senior Leaders
* To liaise with Pastoral Leaders and Support Team in investigating misdemeanours

**Main Duties:**

1. To receive and supervise pupils excluded from, or otherwise not working to a normal timetable during school hours
2. To administer the efficient use of places in the internal exclusion unit and even out usage by liaison with Pastoral Leaders
3. To challenge and motivate pupils, promoting and reinforcing self-esteem.
4. To provide feedback to pupils in relation to behaviour
5. To support students in accessing work set
6. To liaise with Pastoral Leaders and Teaching Staff to gather pupil information
7. To support pupils’ access to learning using appropriate strategies, resources
8. To provide objective and accurate feedback and reports as required, to other staff on pupils attending the internal exclusion unit
9. To be responsible for keeping and updating records as agreed, contributing to review systems/records as requested
10. To establish constructive relationships with parents, carers, exchanging information, facilitating their support for their child’s behaviour
11. To provide appropriate clerical administration support e.g. phones calls, dealing with correspondence, compilation of analysis/ reporting on behavior, exclusions
12. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs within the unit
13. To supervise pupils on visits, trips and out of school activities as required
14. To attend and participate in occasional meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school
15. To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils
16. To be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
17. To be aware and support differences to ensure all pupils within the unit have equal access to opportunities to learn and develop.
18. To make suggestions where additional interventions may be useful for individual pupils
19. To ensure promotion and support of Equal Opportunities and Health & Safety
20. To appreciate and support the role of other professionals
21. To support school events and attend as maybe required
22. To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time, for example exam invigilation
23. To photocopy documentation as required maintaining confidentiality at all times
24. To adhere to school policies and procedures
25. To supervise students in the internal exclusion unit in the School Canteen during their meal breaks
26. To provide general supervision alongside other members of staff in the School Canteen during general break periods
27. To work closely with Heads of Year, Heads of Department and the Senior Leadership Team when investigating incidents by interviewing and taking statements from students and providing a written summary of incidents
28. To use CCTV footage to investigate incidents in accordance with General Data Protection Regulations

The necessity to supervise during school breaks will require a break to be taken outside of these times. Break cover will be provided for a 30-minute break.

As with all staff, there is a requirement to submit to an enhanced DBS background check. There may be a need occasionally to work outside of school hours and off school premises, as required by the school (by negotiation).