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| Description: KCC NEW LOGO | **Kingsthorpe College**  **Behaviour Key Worker** |  |

Job Description

# Line Manager: BEST Co-ordinator and Assistant Headteacher

# Grade: D (SCP10-12)

**Full Time:** 37 hours per week/39 weeks per year

**Hours of Work:** 8.15am – 4.00pm

# Purpose of the Role:

The role of Behaviour Key Workeris a pivotal one within the Behaviour and Education Support structure. Through supporting the needs of the high profile students across the College, the Behaviour Key Worker plays a critical role in ensuring that the College implements effective interventions to meet the needs of each individual learner depending on their level of need so that students can:

* learn effectively
* become responsible, successful and confident learners who model the core values of the College
* educational and behavioural barriers to learning are removed

# Main Duties and Responsibilities

* Work in association with the BEST Co-ordinator and the Assistant Headteacher, to provide behavioural and educational support to key students in the College.
* Undertake appropriate interventions relating to the individual needs of the high profile students.
* To be able to deliver intervention programmes to support the individual needs of the students both 1:1 and small groups.
* Contribute to the development and implementation of clear entry and exit criteria for students who require educational support through intervention programmes.
* Support individual and small groups of students in lessons.
* Communicate and effectively plan support, in conjunction with their teacher, to improve the learning of the students.
* Support in the restorative justice approach, with restorative conversations and contracts.
* Identify students who have repeated patterns of poor behaviour, identify the educational barriers to learning and implement appropriate behaviour and education support interventions.
* Tracking of student behaviour and educational support interventions across the College.
* Contact parents/carers as necessary to discuss educational support, care and guidance issues and thereby provide an effective link between home and school.
* To maintain student records regarding interventions and contact with parents.
* Liaise with other agencies to support, care and guide students.
* To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.
* Such other duties that are within the scope of the role.

**General**

* Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities.
* Understand students’ behavioural, emotional needs, learning difficulties and SEN.
* Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies.
* Have appropriate IT skills and experience of organising administrative / organisational systems.
* Undertake relevant training that will enhance the role within the College.
* Work towards ensuring adequate cover for absent colleagues.
* Manage the workload on a day to day basis.
* Be aware of and adhere to KC procedures for health and safety.
* Other duties in support of the College as decided by the Headteacher within the scope of this post.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College’s aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

**Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment**

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