

# Goresbrook School

## Job Description

**Post:** Behaviour & Inclusion Officer  
**Responsible to:** Assistant Principal

<b>Responsible to:</b>	<b>Assistant Principal</b>
<b>Responsible for:</b>	<b>Designated Year Groups Y7- Y11</b>
<b>Working with:</b>	<b>Vice Principals, Assistant Principals, Heads of Year, Learning &amp; Behaviour Support Team, Attendance Team &amp; External Agencies.</b>
<b>Job Purpose:</b>	<p><u>Behaviour:</u></p> <ul style="list-style-type: none"> <li>• Support the day-to-day function and development of the schools behaviour for learning policy</li> <li>• Respond to all on call emails, providing support for all staff and intervening appropriately</li> <li>• Ensure the highest standards of behaviour and conduct in classrooms and corridors</li> <li>• Act as a visible presence enforcing the schools behaviour for learning policy around school</li> <li>• Support students with social, emotional and behavioural needs in key lessons</li> <li>• Support Heads of Year and the Senior Leadership Team in investigating issues that arise and drawing accurate and sensible conclusions</li> <li>• As part of the safeguarding team, support child protection/safeguarding issues/caseloads</li> </ul> <p><u>Inclusion:</u></p> <ul style="list-style-type: none"> <li>• Support the day-to-day function and development of the school's Navigation room.</li> <li>• Staff the school school's Navigation room 0.5 of the time</li> <li>• Ensure the highest standards are adhered to in the Navigation room.</li> <li>• Provide students with a pleasant, purposeful and calm learning environment</li> <li>• To liaise continually with staff ensuring they are aware who is in Navigation.</li> <li>• To liaise with subject teachers in providing current, high-quality work for students.</li> <li>• To work pro-actively with teachers and other support staff to support young people's needs on returning to the classroom following periods absence</li> </ul>
<b>Disclosure level:</b>	<b>Enhanced</b>
<b>Responsibilities and Administration:</b>	<ul style="list-style-type: none"> <li>• To work with students and teachers to ensure the highest standards of behaviour in lessons &amp; NAV</li> <li>• Work with students pro-actively through interventions, addressing social, emotional, and behavioural needs.</li> <li>• To respond to on call requests in a timely manner and employ highly effective techniques that resolve nearly all on call matters (ensuring the behaviour for learning policy is always upheld)</li> <li>• To collect statements and fully investigate behaviour issues or conflict as when problems arise</li> </ul>



	<ul style="list-style-type: none"> <li>To support key staff in identified lessons for short periods of time</li> <li>To 'drop-in' to lessons around school ensuring a visible presence always including during transitions</li> <li>To contact the parents/carers of key students throughout the course of the day as directed by Heads of Year</li> <li>To support the running of re-routing on daily basis</li> <li>To provide 1-1 mentoring to key students to improve behaviour and conduct</li> <li>To attend re-integration meetings as requested by HOY/SLT and support the student in identified lessons as they return to school</li> <li>To meet parents/carers who arrive at school with an immediate problem/issue</li> <li>To check the Navigation room daily ensuring there is ample equipment and that the room is well cared for</li> <li>To conduct impactful interventions with any student sent to Navigation for racism, homophobia, sexism or any other discriminatory behaviour</li> <li>Set clear expectations and boundaries for students in Navigation.</li> </ul>
<b>CPD:</b>	<ul style="list-style-type: none"> <li>To take part in the school's CPD programme by participating in arrangements for further training and professional development</li> <li>To continue personal development in the relevant areas</li> <li>To engage actively in the Performance Review process</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school</li> <li>To attend meetings etc. in accordance with the school calendar</li> </ul>
<b>Support Information:</b>	<ul style="list-style-type: none"> <li>To complete relevant documentation to assist in the tracking of student intervention</li> <li>To keep accurate records of all behaviour incidents and subsequent interventions</li> <li>To complete the relevant documentation to assist in the tracking of students behaviour, conduct and progress in Navigation</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents/carers of students as appropriate</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>To follow agreed policies for communications in the school</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc.</li> <li>To contribute to the development of effective links with external agencies and parents/carers</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>To promote actively the school's Policies &amp; Procedures</li> <li>To continue personal development as agreed</li> <li>To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>To undertake any other duty as specified not mentioned in the above</li> <li>To comply with the school's procedures concerning safeguarding and to ensure that training is accessed</li> </ul>	
<ul style="list-style-type: none"> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>Employees will be expected to comply with any reasonable request from a line manager or senior member of staff to undertake work of a similar level that is not specified in this job description</li> </ul>	





- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Employees are expected to be professional and uphold the school culture by being positive and solution focused
- Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title



# Goresbrook School

## Person Specification

**Post:** Behaviour & Inclusion Officer  
**Responsible to:** Assistant Principal

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>5 A*-C GCSEs (or equivalent) including Maths and English</li> <li>Safeguarding training Level 3 or above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuing training and professional development</li> <li>First-Aid training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>To have a basic understanding of safeguarding children procedures.</li> <li>Experience of working with colleagues to implement a range of interventions to support students with evidence of success</li> </ul>	<ul style="list-style-type: none"> <li>School experience</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent role model for oral and written communication</li> <li>Excellent interpersonal skills both in working relationship with pupils and in forming effective professional relationships with a wide range of people</li> <li>Good organisational and time</li> <li>Sound IT skills to support learning and maintain electronic information systems</li> <li>To be a good listener.</li> <li>To be able to motivate pupils.</li> <li>To have high expectations of pupils.</li> <li>To be flexible, adapting to new tasks.</li> </ul>	<ul style="list-style-type: none"> <li>To be able to assist parents / carers in home situations.</li> <li>To liaise with multi - disciplinary teams.</li> <li>To assist with monitoring assessment procedures</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>A positive attitude, energy, flexibility, resilience and attention to detail</li> <li>Excellent organisational and interpersonal skills and the ability to build good working relationships with a range of colleagues.</li> <li>Good oral and written communication skills</li> <li>Ability to write accurate reports and summarise information for internal and external audiences</li> <li>Commitment to a 'no excuses' culture</li> <li>A detailed understanding of safeguarding in practice</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the successful implementation of the revised SEND code of practice and provision for vulnerable students</li> </ul>