



St Mary's and St John's CE School

Lower School | Neale House | Prothero Gardens | Hendon | NW4 3SL
Middle School | Bennett House | Sunningfields Road | Hendon | NW4 4QR
Upper School | Stamford Raffles | Downage | Hendon | NW4 1AB

Tel: 020 8202 0026 Email: office@barnetmail.net

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Principal: Mr Matthew Glenn

JOB DESCRIPTION

Job Title: Behaviour and Engagement Officer

School/Service: St Mary's & St John's CE School

Reports to: Assistant Principal

Grade: 26 – 29 (£25,242 - £27,801 per annum – pro rata) dependant on experience
(Actual: £18,990 - £20,915)

Location: Middle School, Sunningfields Road NW4 4QR / Upper School, Downage, NW4 1AB /
Lower School, Prothero Gardens NW4 3SL (as required)

Hours / Weeks: 32.5 Hours per Week – Term Time Only (**hours subject to review as school expands**)

Job Purpose:

The post holder will, under an agreed system of supervision, support the school in addressing the needs of students who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to engage fully with learning in a mainstream context.

The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Responsibilities:

Organise and prioritise pastoral issues and initiate appropriate action in conjunction with wider Pastoral Team

Manage and oversee:

- Reflection Room as timetable
- Central Detentions as timetabled
- Complete Year Group support as timetabled
- Behaviour and Achievement for specific key stage
- Be an on-call member of staff as timetabled
- Follow-up attendance issues as directed by EWO
- To implement and analyse the use of data, especially for vulnerable groups of students such pupil premium etc.

“Everything is possible” (Matthew: 19.26)

- To contribute to PAS meetings and be directly involved in next steps of intervention.
- Support students who have been temporarily withdrawn from certain lessons and monitor work set.

- Write behaviour management plans for individual students, oversee their implementation , monitor progress and support subsequent reviews.
- Support with the induction of new students to SMSJ who arrive mid-term and liaise with parents and previous school.
- Create and maintain a comprehensive and up to date record of intervention and strategies for identified students in collaboration with Head of Year
- Co-ordinate support for students with social, behavioural and emotional difficulties, either long or short term, making links with outside agencies as appropriate.
- To support Head of Year with their most vulnerable and challenging students.
- Develop, manage and facilitate pastoral support groups within school, such as:
 - Peer listening
 - Student Voice
 - Young carers
 - Anger management
 - Mentoring with older students
 - Self-esteem
 - Restorative justice sessions

- Prepare documentation and take minutes of meetings (parental, outside agencies)
- Monitor the absence of students and work with Attendance officer to improve attendance e.g. home visits.
- Issue programmes of work for students who are school refusers
- Inform, consult and liaise with SLT, House Leaders, SEND and tutors regarding students concerns. Develop strategies with the teaching staff to promote student inclusion.
- Obtain resources for the school from outside agencies e.g. leaflets and posters.

Decision Making:

- The work is carried out within clearly defined rules and procedures involving decisions such as: discretion in giving sanctions for minor infringements, and advising Head of Year with more severe incidents

- The jobholder may make decisions e.g. re type of support programme and disseminate to senior staff, tutor, attendance officer and parent; to individual students on personal and social interaction and emotional management.

Working Environment:

- There are frequent interruptions by students, but this is the nature of the post.

- The job involves resolving some conflicting priorities, particularly as they relate to crisis situations or child protection issues
- The jobholder comes into contact with students and parents who can be difficult to work with.

Knowledge and Skills:

“Everything is possible” (Matthew: 19.26)

- The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills.

General Responsibilities:

- To establish and maintain effective relationships and communication with staff, parents & students
- To uphold the high standards of the SMSJ in all communications
- To play a full part in the life of the school community, supporting its mission & Christian ethos
- To adhere to the School's policies
- To engage actively in the staff review and development process
- To undertake professional development

*Other such duties as shall be required by The Principal in accordance with responsibility

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