

Behaviour Support Assistant

Salary Grade: UKAT Band C
Hours: 37 hours per week / Term time only
Responsible to: Inclusion Manager
Responsible for: n/a

Purpose and Vision

To support the Inclusions Manager and work within Exclusion Centre and the Internal Exclusion Room at Brompton Academy and develop a secure, peaceful, calm environment to support students with behavioural difficulties.

To support the Pastoral Managers with pastoral issues as required.

Key responsibilities

1. To assist in the Exclusion Centre and the Internal Exclusion Room and support the work of the Inclusions Manager
2. To be responsible for the supervision of students referred to the Academy Inclusions Room from.
 - 2.1. Within the Academy
 - 2.2. Another school(s) as part of Medway wide six-day provision
 - 2.3. From members of SLT
3. To counsel and mentor students to resolve behavioural issues.
4. To record all behaviours of MIS system and report issues via ReferNow system
5. To contact parent/carers to inform them of the reason for the inclusion / exclusion
6. To support with Pastoral issues across the Academy
7. To ensure work packs are available for student completion
8. To run circle time group sessions and one to one social skills training for excluded students and those at risk
9. To lead re-admittance from exclusions meetings
10. To set up IBP and PSP with students and parent/carers monitoring students' progress against set targets and speaking with parent/carers weekly recording conversations if IBP/PSP/IEP reviews and Trustee Disciplinary panels
11. To participate in devising a PowerPoint and disseminate information to promote understanding of a range of behavioural and learning difficulties with clear strategies for staff, students and parent/carers
12. To support Pastoral Managers across the Academy where requested
13. To prepare exclusion / inclusion paperwork as required for Trustee student discipline panels
14. To participate in supervisory activities as part of a rota at lunchtime, assemblies, before and after school

15. To be responsible for uniform checks and liaison with parent/carers
16. To participate in whole staff performance management process
17. To always adhere to professional and staff code of conduct
18. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
19. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people
20. To carry out any other duty as may reasonably be requested by the Principal or line manager.

Behaviour Support Assistant – Person specification

Attribute	Essential	Desirable
Qualification / Training	<ul style="list-style-type: none"> • Good general education including 5+ A* - C / Grade 9 – 4 at GCSE (or equivalent) including English Language or HLTA status or Key Skills • Commitment to undertaking relevant training • A commitment to continuous learning 	<ul style="list-style-type: none"> • Counselling certificate or qualification • Social skills qualification e.g anger management, mediation or mindfulness • Qualified Teacher Status
Experience	<ul style="list-style-type: none"> • Evidence of contributing to planning and development of a successful initiative that came to fruition • Evidence of working with young people to positively resolve pastoral issues • Evidence of contributing to a strong sense of student wellbeing • Evidence of excellent student behaviour management • Evidence of a commitment to the proactive promotion of the equalities and diversity agenda • Evidence of positively working and communicating with Parents, carers, outside agency and LA staff • Evidence of success against Performance Management targets in previous role • Evidence of proven ability to work positively and purposeful with staff • Experience of being well organised and efficient • Excellent ICT skills and ability to use a range of software packages to support learning • Demonstrable evidence of using a range of data to monitor impact of work 	<ul style="list-style-type: none"> • Experience of working in a school in challenging circumstances • Evidence of delivering training within school
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to be assertive and take decisions • Ability to hold ground and not cave under pressure • Ability to step aside if proven wrong and apologise • Sensitive • Ability to maintain confidentiality • Flexible, kind, caring and positive person • Ability to take the initiative • Ability to empathise • Conflict resolution skills • High emotional intelligence • Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community • Excellent written and presentational skills • Excellent interpersonal skills and sensitivity to cross cultural and diversity issues • Collaborative approach to decision making • Ability to reflect an analyse and action both independently and collaboratively 	

	<ul style="list-style-type: none">• Ability to work co-operatively with others persuading, negotiating and influencing in a variety of circumstances• Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines• High expectation of oneself and others• Personal integrity, commitment to fairness and equity• Ability to take, implement and follow through unpopular decisions	
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