

Behaviour Support Officer

Start date: As soon as possible

35 hours per week, Monday – Friday. Term time only plus 1 week

Salary: P01 spine point 34 – 36, £34,299 - £35,772 pro rata (£29,602 - £30,873)

We are looking for an adaptable, organised and resilient Behaviour Support Officer with excellent communication and interpersonal skills to join our Behaviour Team.

You will provide support for the Behaviour Team, working closely with the Behaviour Support Manager and the Assistant Principal responsible for behaviour with a particular focus on the administration of exclusions and Alternative Provision.

Experience of working within a school environment and sound knowledge of SIMS software would be an advantage. You will enjoy working with teenagers and be able to deal with them in a cheerful, but assertive manner.

The City of London Academy Highbury Grove is on an exciting journey to re-establish itself as an outstanding provider of high-quality education. The school's mission is to embed excellence in everything they do and staff will play an instrumental role in school improvement, developing whole-school systems and ensuring that the school is outstanding.

Already the country's best performing Trust for the new Progress 8 measure at KS4, the City of London Academies Trust is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

If you would like to build your future with us and be part of this exciting journey, please visit www.highburygrove cola.org.uk/staff-vacancies to download a job pack and application form. Completed forms should be emailed to hr@highburygrove cola.org.uk.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced Disclosure and Barring check will be required.

Closing date: 9.00am Monday 19 November 2018. Interviews will take place the week commencing 19 November 2018.

Behaviour Support Officer job description

Post:	Behaviour Support Officer
Grade	P01 spine point 34 – 36, £34,299 - £35,772 pro rata (£29,602 - £30,873)
Responsible to:	Assistant Principal responsible for Behaviour
Working time:	35 hours per week, Monday – Friday. Term time only plus 1 week

Principal Accountabilities

The duties outlines in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of role

Supporting the Behaviour department in the management of exclusions and Alternative Provision.

1. Exclusions

- 1.1 Collate statements relating to exclusions and quality check them
- 1.2 Create exclusion packs under the direction of the Vice Principal responsible for behaviour
- 1.3 Liaise with the Vice Principal for behaviour with regard to exclusion decisions
- 1.4 Book reintegration meetings with the families
- 1.5 Point of contact for parents regarding exclusions and reintegration meetings
- 1.6 Organise for excluded students to leave site
- 1.7 Ensure work is sent home for students for exclusions over three days
- 1.8 Liaise with other schools to provide sixth day provision and ensure work provided

2. Permanent Exclusion/ Governor Disciplinary/ Executive Disciplinary Panels

- 2.1 Generate a timeline for meetings and paperwork
- 2.2 Liaise with all parties to organise relevant Panels
- 2.3 Arrange and produce the paperwork for all panels
- 2.4 Type up all statements and redact them
- 2.5 Point of contact for parents and governors
- 2.6 Arrange the delivery of paperwork and distribute within the statutory timescales

3 Alternative Provision

- 3.1 Produce annual data report to identify potential Alternative Provision candidates
- 3.2 Organise annual meeting to confirm Provision students
- 3.3 Complete all Alternative Provision paperwork
- 3.4 Liaise with relevant agencies regarding Alternative Provision
- 3.5 Organise half termly visits of all Alternative Provision students
- 3.6 Ensure tracking systems are in place for recording visits and student progress

4 General

- 4.1 To deputise for the Behaviour Support Manager in their absence
- 4.2 To cover for the Behaviour Support Administrator during periods of absence
- 4.3 To assist in the Evaluation Room during periods of absence
- 4.4 Produce half termly data for Academies Self Evaluation Form

5 Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality

- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Person specification

	Essential	Desirable
Qualifications		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Educated to degree level or equivalent		✓
Experience		
Extensive experience of using ICT through data bases and electronic communication	✓	
Recent experience within an office environment	✓	
Qualified to administer First Aid		✓
Experience of using Microsoft Office Suite	✓	
Experience of working with young children and their families in a multicultural environment	✓	
Experience of setting up and running a range of administrative systems		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓
Knowledge		
Knowledge and understanding of data protection and GDPR		✓
Knowledge and understanding of the SIMS administration system		✓
Accurate data entry skills	✓	
High level of organisational skill	✓	
Personal		
Ability to engage in cooperative working to help the team achieve its goals	✓	
Ability to use authority to positively enhance outcomes for students	✓	
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	✓	
Ability to manage high workloads and prioritise tasks	✓	
Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to details	✓	
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓