



## Job Description

Park Academy West London is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Behaviour Support Assistant

Salary range [Actual]: Scale 5, Points 11 to 15, £26,609 - £28,199 inc London Weighting Allowance  
36 hrs p/w ~ term time only + 5 staff training days

**Line Manager: Assistant Principal**

#### Job Purpose

The core purpose of the role is to support the Academy's drive for the highest standards of behaviour. The academy has high expectations and we believe all students are able to meet this. The successful applicant will provide immediate support for behavioural incidents that take place, assist with the supervision of the internal exclusion room and work with students to support a smooth reintegration into the learning environment. They will be able to identify patterns in behaviours across the academy.

#### Responsibilities and Tasks

##### Main Duties

- To assist with the supervision of students in the internal exclusion room as and when required ensuring all protocols relating to students attending the internal exclusion room are followed.
- To ensure that the internal exclusion room has a calm working atmosphere and that the behaviour of students in the room is in line with the behaviour expected in the wider academy and that incidents of disruption in this area are dealt with swiftly.
- To ensure that students attending the internal exclusion room are following their timetabled lessons and that work for the student is set.
- To provide learning support to students whilst they complete their timetabled work whilst in internal exclusion.
- To liaise with parents of students who attend the internal exclusion room to inform them of their child's behaviour whilst in the internal exclusion room.
- To inform parents of incidents of poor behaviour in the internal exclusion room and of fixed term suspensions where appropriate.
- To support with the collation of paperwork relating to behavioural incidents, including exclusion paperwork.
- To support students to develop their behaviours for learning and improve their attitude to staff and students upon their return from time in internal exclusion.
- To contribute to and monitor the academy behaviour records and identify patterns.
- To liaise with Year Team Leads, Pastoral team and AP responsible for Attitudes to Learning to support with coordinating interventions for key pupils.
- To assist with the supervision of school detentions, where necessary.

##### Additional responsibilities

- To support with any general administrative duties as directed by the Academy.

## General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



# Person Specification

## Behaviour Support Assistant

1. Qualifications	Essential	Desirable
A level of education that enables support to be given to students aged 11-16 including those preparing for GCSE. This requires at least 5 GCSEs at grade C and above which must include English Language, Maths and Science or hold equivalent qualifications.	✓	
Professional qualification in related areas e.g. Social Work, Behaviour Management, Teaching, Anger Management, Counselling		✓

2. Skills and Knowledge	Essential	Desirable
Experience of working with young people, parents, carers, teachers	✓	
Experience of working with young people who have emotional or behavioural difficulties.		✓
Ability to convey authority and gain students' respect, apply boundaries and motivate	✓	
Ability to challenge in a constructive manner.	✓	
Excellent interpersonal skills and be able to communicate effectively both orally and in writing, that enable good relationships to be built with young people and adults	✓	
An awareness and sensitivity to students' needs	✓	
Ability to work independently and as part of a team.	✓	
Excellent organisational skills	✓	
A willingness to support and encourage young people who may have emotional and behavioural difficulties	✓	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	✓	
Knowledge of ICT systems including Microsoft Word, Excel, PowerPoint	✓	
Ability to work under pressure and ensure that deadlines are met.	✓	
Ability to prioritise own workload and workload of others in order to meet deadlines.	✓	
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions.	✓	
Understanding of confidentiality and integrity when handling student information.		✓
Flexibility and willingness to help out where needed	✓	
Ability to interpret and communicate data effectively.	✓	

3. Experience	Essential	Desirable
Experience of Arbor/or other MIS systems within a secondary school setting.		✓
Experience of producing reports		✓
Experience of delivering extra-curricular activities to young people		✓

4. Personal Qualities and Values	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A belief that the needs of students come first.	✓	
A commitment to equality of opportunities.	✓	
Non-judgmental disposition	✓	
Confident approach working with young people	✓	

Note:

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety Regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**



# Competencies

## Behaviour Support Assistant

### **'Can do' positive attitude**

- Shows performance in difficult circumstances
- Makes an effort find out if s/he doesn't know
- Upbeat and optimistic
- Presents options not problems
- Not easily discouraged

### **Passion to make a difference to Park Academy West London**

- Committed to deliver the goals and priorities of the administration, regardless of whether s/he personally agrees with them
- Demonstrates awareness of Academy-wide issues and opportunities
- Committed to fulfil the Academy's plans
- Thinks 'externally' to the department with a focus on the benefit to students and the whole Academy

### **General operational management skills**

Demonstrates an ease and fluency in terms of:

- Problem analysis and decision-making
- Communicating
- Planning own and others' activities
- Controlling
- Organising
- Directing and motivating
- Use of technology and other management tools

### **Leads and inspires others**

- Energises others and self to overcome barriers
- Encourages, mentors and coaches other to deliver
- Describes his/her vision in a way which captures the imagination
- Creates in others a positive attitude to work
- Demonstrates self-esteem and regard for others

### **Team player**

- Builds relationships and influences others for mutual benefit
- Co-operates with others outside the immediate team
- Encourages co-operation between other teams
- Routinely shares ideas and working practices
- Resolves disagreements
- Effectively pulls people together and avoids division
- Accesses resources to positive effect