



## Behaviour Support Assistant

<b>Salary Grade</b>	Grade 4 point 5-8
<b>Employment Duties</b>	This job description is to be performed in accordance with the provisions of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services Scheme of Conditions of Service [Purple Book] and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade.
<b>Purpose of the Job</b>	To provide day to day support in the supervision of students who are placed in the Behaviour Support Unit (Reflection Room).
<b>Particular Responsibilities</b>	<ul style="list-style-type: none"><li>• Supervision of students within the Behaviour Support Unit (Reflection Room)</li><li>• Oversee that students who are referred to the Behaviour Support Unit are provided with and complete school work in line with the curriculum requirements and teacher guidelines.</li><li>• Provide pastoral support to students within the behaviour support unit.</li><li>• To carry out administration duties in line with the role.</li></ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• To collate data relating to referrals to the unit.</li><li>• To support the successful re-integration of pupils back into lessons following time spent in the Behaviour Support Unit.</li><li>• To provide written reports on students following time spent in the Behaviour Support Unit.</li><li>• Observation of students in lessons following re-integration (when required)</li><li>• Contribute to the implementation of Pastoral Support Programmes as and when required.</li></ul>
<b>Relationships</b>	<p>The post holder is responsible to the Headteacher in all matters and for his/her overall conditions of employment.</p> <p>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibility or character of the post and this is reflected in the grading.</p>