

## Job Description

**Post Title:** Behaviour Support Officer  
**Salary:** Grade 4  
**Location:** Based at Kelvin Hall School

**Organisational:** Reporting to: Pastoral Year Leader, Assistant Pastoral Year Leader  
**Working alongside:** Student support team

## Key Responsibilities

- Work alongside the pastoral team to provide a high quality pastoral and learning support to students in Key Stage 3 and 4, and to support students with their behaviour for learning.
- Work alongside the year leaders to provide support for students who present with challenging behavior. Implement agreed support strategies.
- Liaise as needed with parents in meetings and by telephone as directed by the Year Leader.
- Contribute to the supervision of students before school, at break-time, lunch, and detentions.
- Establish productive working relationships with students, acting as a role model.
- Assist with investigating incidents and use restorative practices to resolve issues.
- To work flexibly in the interests of the school as required.
- To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
- To work in a professional manner with integrity, maintaining student and staff confidentiality.
- To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity
- To support the Midday Supervisors with general clear downs as required.
- Any other duties of a similar nature and level of responsibility as requested by the Leadership Team.

<b>Responsibility for Staff:</b>	N/A
<b>Responsibility for Customers/Clients:</b>	Work with Pastoral Year Leaders to support students with their behavior for learning and support with student supervision during lunch, break and detentions
<b>Responsibility for Budgets/Financial resources:</b>	No responsibility for budget
<b>Responsibility for Physical Resources:</b>	N/A

#### Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As an employee of Thrive Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

#### Safeguarding

Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

### Personal Specification

		E	D	How Identified
<b>Qualifications</b>	GCSE Grade C/4 (or equivalent) in English	✓		Certificates
<b>Experience &amp; Knowledge</b>	Experience and motivation to work with children and young people and/or vulnerable adults.	✓		Application Form Interview References
	Experience of working in a school environment or similar for at least 1 year	✓		
	An understanding of the various barriers to learning, particularly related to those that would affect behaviour	✓		
<b>Training</b>	Commitment to on-going professional development	✓		Application Form Interview References
	Health & Safety and/or First Aid Training		✓	
<b>Skills/Attributes</b>	Ability to prioritise workload and work under pressure	✓		
	Good numeracy and literacy skills		✓	
	An understanding of issues from a student, parent/carer and school perspective	✓		
	Ability to work both on your own initiative and as part of the wider school team and to work in a creative way, showing flexibility in unplanned situations	✓		
	Ability to form and maintain appropriate professional relationships with staff and other school partners	✓		
	Commitment to the safeguarding and promotion of the welfare of young children	✓		
<b>DBS</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
<b>DCR</b>	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		After Shortlisting