



JOB DESCRIPTION

Job Title: Behaviour Support Assistant

Contract: Full Time: 37 hours per week, Monday to Friday, plus Inset Days; 39 weeks per year

Salary: £20,493 - £23,080 pro rata: (Actual: £17,490 - £19,698)

POSTHOLDER: Vacancy

LINE MANAGER: Principal

Job Purpose: To provide direct support for students with emotional and/or behavioural difficulties and to work with and help facilitate those students successful inclusion in school life and to provide supervision for students who are struggling

DUTIES

- Encouraging the inclusion of students with emotional and/or behaviour difficulties in an AP setting by using positive behaviour management techniques designed to develop the students ability to behave appropriately.
- Modelling support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e. with individuals and group/whole class settings.
- Modelling, group based activities designed to develop students' problem-solving, listening and social skills.
- Producing a variety of resource for student/school/class designed to support an Individual's Behaviour Programme and/or support whole school positive behaviour systems.
- Attending relevant meetings and in service training provided by the school.
- Supervising students.
- Consulting with parents regarding student support matters, especially attendance, and responding to incidents of challenging behaviour.
- Personal responsibility to make a decision when appropriate time to inform parents by issues that may occur.
- To assist the PPM with producing, implementing and evaluating behaviour support programmes

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Pastoral team

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

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| Compiled by: Mrs C Keys | Revision Number 1 |
| Approved by: Mr S Steinhaus | Revision Date - 15/06/2021 |