



## Job Profile

***Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment. The School is an equal opportunities employer.***

This profile recognises the demands of the current Pay and Conditions regulations.

**Service conditions:** Surrey Pay

**Salary grade:** PS7

**Actual salary** £23,100-£25,955

**Full-time equivalent** £27,099-£29,912

**Hours per week:** 36 hours

**Weeks per year:** 39

**Term-time only – 36 hours per week**

**Monday to Thursday 8.15-4.00**

**Friday 8.15-3.45**

**Job title:** Behaviour & Welfare Officer

**Accountable to:** Assistant Headteacher

**Job purpose:** To apply the day-to-day behaviour systems and processes across the school, ensuring total consistency and efficiency in approach.

To support and develop the skills of all staff in order to ensure that high standards of student behaviour and attendance are sought and achieved.

To be accountable for delivering a reduction in lesson removals, fixed term exclusions and isolation numbers through early intervention work.

Key Tasks	
Main duties	<ul style="list-style-type: none"><li>• Investigate reported incidents of poor behaviour in conjunction with other key staff.</li><li>• Develop and produce resources for individual students and classes, to support an individual's behaviour programme or support whole school positive behaviour systems.</li><li>• Develop mentoring programmes to support students in managing their own classroom behaviour and learning.</li><li>• Modelling group-based activities designed to develop students' problem-solving, listening and social skills.</li><li>• Work with teaching staff and plan, implement and evaluate support programmes for students.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide CPD for staff.</li> <li>• Meet individual students or small groups to support them through withdrawal from classes.</li> <li>• Develop and deliver workshops for students identified with behavioural, social and emotional difficulties.</li> <li>• Undertake individual support for students during examinations.</li> <li>• Liaise with alternative education providers, parents and colleagues on student progress and the needs of individuals.</li> <li>• Support with transition of students back into school.</li> <li>• Increase wider parental engagement in school and liaise with Home School Link Worker and Attendance Officer.</li> <li>• Challenge and motivate students to promote self-esteem.</li> <li>• Monitoring, reporting, inputting and updating records as required, using data to track and analyse student progress.</li> <li>• Monitor the school corridors throughout the day, challenging where required any student who is out of lessons.</li> <li>• Support on-call staff where required, visiting classrooms and removing students when necessary.</li> <li>• Provide regular reports to school leadership team and governors.</li> <li>• Provide cover in the Exclusion Room when required.</li> <li>• Provide duty cover at break and/or lunch-times when necessary.</li> <li>• Any other duties as reasonably requested.</li> <li>• Attending meetings, training sessions, after-school events and courses as required.</li> </ul>
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**Health and Safety:** To maintain high standards of Health, Safety & Welfare at work and take reasonable care for the health and safety of others.

**General Conditions:** This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.