

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Behaviour Support Assistant
JD Reference:	Meridian Trust 021
School/Academy:	Sharnbrook Academy
Weeks:	39 Weeks
Hours of work:	37 Hours
Salary:	Grade 5, Points 5-7
Responsible to:	SLT

Role:	Support the positive behaviour of students across the school.
Purpose of the job:	To assist with the day-to-day running of the behaviour provision, providing a safe and calm time specific learning environment for students who exhibit challenging learning behaviours, in line with the Student Support Team

### Responsibilities and Accountabilities:

- Provide day to day support within the Isolation Unit and behaviour-based spaces with both pastoral and academic support
- Assist with the gathering of statements and information about incidents that occur
- Assist in providing alternatives to fixed term suspensions of students
- Provide students with adequate educational activities from the relevant teaching staff
- Participate in meetings with the pastoral teams, behaviour team and student support team as appropriate to support the needs of the students
- Participate in meetings with SLT or Senior Tutors to manage student behaviour as appropriate
- Produce regular reports regarding individual students that are reflective, and action driven
- Support and manage the (half termly) analysis of behaviour data
- Support the delivery of intervention programmes and pastoral support as required
- Manage and support breaks and after school detentions



- Report to the Senior Leadership Team / Senior Tutors/ concerning students' conduct within the unit when required
- Keep effective records on student access to the unit and individual case files
- Establish a climate of excellence within learning and teaching with students at least matching levels of performance indicated by prior attainment
- Maintain good order and discipline among pupils whilst carrying out supervision of students and staff duties

### **Support for School/Academy/Place of work:**

- Participate in staff events by arrangement
- Attend relevant and/or staff meetings as needed
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- To complete student supervisory duties at breaks and lunchtimes in line with all support staff
- Accompany staff and students on visits, trips and out of school activities as needed
- The academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background, and academic ability and expects all staff to share this responsibility
- To share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination

### **Data security:**

- Act following legal provisions regulating confidentiality and security of data and information under General Data Protection Regulations

### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and



developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust

- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- To take part in performance management process of the school which evaluates performance and enables staff to take full advantage of the training and development available

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: March 2023**



**Person Specification:  
Behaviour Support Assistant**

Assessment Key:  
A = Application Form  
I = Interview

<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background with GCSE or equivalent in the English Language	✓		A
2	Level 2 or above teaching assistant qualification or similar		✓	A
3	Degree		✓	A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
4	Experience in supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
5	Experience in working with external agencies		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
6	Understanding of the education system	✓		A/I
7	Understanding how children learn	✓		A/I
8	A sound grasp of the concept of inclusive practice	✓		I
9	Knowledge of the concept of confidentiality	✓		I
10	Awareness of child protection issues	✓		I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
11	Skilled at making and sustaining positive relationships with children	✓		I
12	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I



13	Able to work closely with pupils who are finding learning difficult	✓		I
14	Ability to use language and other communication skills that parents, pupils and staff members can understand and relate to	✓		I
15	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
16	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of pupils		✓	I
17	Excellent written and oral communication skills	✓		I
18	Ability to contribute to team meetings and contribute ideas	✓		I
19	Ability to demonstrate a range of strategies to deal effectively with students who exhibit challenging behaviours	✓		I
20	Ability to manage a classroom with students requiring a high level of support	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	Willingness to undergo further training and development	✓		I
22	Positive and enthusiastic approach toward work	✓		I
23	Ability to act on own initiative	✓		I
24	Kindness and empathy to students and colleagues	✓		I
25	Ability to work as part of a team effectively			I



26	Excellent interpersonal skills and ability to work with people at all levels	✓		
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
27	Support the Academy policies on safeguarding and child protection.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
28	The flexibility of working hours	✓		A/I

**March 2023**

<b>Job Holder</b>	
<b>Date</b>	

