



Job Description

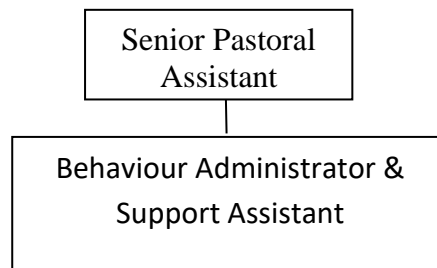
Job Title: Behaviour Administrator & Support Assistant

Grade: 4

Reports to: Senior Pastoral Assistant

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Standard Enhanced None

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes No

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: N/A

Job Purpose:

To provide administrative support to the Academy Behaviour and Pastoral team.

To support the administration and supervision of the Academy Inclusion room and provision.

To support the Academy Behaviour/Pastoral team with communications to parents/carers and external agencies.

To support the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning.

Main Duties and Responsibilities:

- Provide a full administrative support service to the Behaviour/Pastoral Team, including but not limited to recording information in SIMs, behaviour points, detention links and enrichment points.
- To produce letters, email correspondence and make phone calls on behalf of the Behaviour/Pastoral Team.
- To deal actively with telephone and email enquiries, responding in a timely manner and escalating as necessary.
- Organise meetings and correspondence, including sending calendar invites, booking meeting rooms and preparing documentation.
- Record-keeping, administration and parent/carer communications in relation to the behaviour pathway, including removal from lessons, Inclusion and Suspension.
- To be a timetabled member of staff in the Inclusion room where required. To supervise students working in the Inclusion room, providing support where necessary and escalating behaviour concerns.
- Ensure staff are informed of any behaviour incidents in the Academy, using the Academy radio system to ensure a speedy and efficient response to calls for behaviour support.
- Support the administration of investigations relating to behaviour incidents.
- To run reports from SIMs in relation to behaviour incidents/points and enrichment points.
- To support pastoral staff; teaching staff and senior staff with student issues, as part of the daily response to behaviour.
- Working as part of a team to promote and support whole school policies including behaviour, rewards, attendance and punctuality.
- Supporting students to reflect on their behaviour through structured conversation and if/when necessary further intervention.
- To help with general student supervision duties.
- Support and work with year teams in managing behaviour as part of a daily response and in any behavioural investigations.
- To support and assist pupils in managing their own behaviour and in achieving their social and behavioural targets both in and outside the classroom.
- Facilitate, and be involved, when necessary, with Restorative Justice meetings.
- To set a good example to students through their own presentation and personal and professional conduct.

- To assist in establishing good relationships with students, parents and carers.
- To take minutes at meetings as required.
- To undertake general office filing.
- To promote and safeguard the welfare of children you come in to contact with.
- Any other ad-hoc administrative tasks as directed by the line manager or Principal.

Generic Responsibilities:

To undertake such other duties appropriate to the grade of the post as the Deputy Principal may from time to time reasonably determine.

To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

DATE:
31/03/2025

COMPLETED BY: Assistant Principal

