



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Behaviour Support Co-Ordinator
Location:	Daylesford Academy
Salary Band:	Band D; point 20 – 26, £30,296 - £34,834 pro-rata; Actual Salary: £27,077 to £30,967 per annum
Contract:	Permanent, Full-time, 37 hours per week, Monday to Friday, Term time plus Inset days (39 weeks worked, 44.7 weeks paid)
Line Manager:	Head Teacher

Key Purposes

- Promote positive values, attitudes and good pupil behaviour, dealing restoratively with incidents, in line with the school's behaviour policy.
- To Support the Leader (Behaviour and Attitudes/Personal Development) in providing a consistent and effective approach to behaviour management across the school.

Duties

- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role.
- To be DSL trained to support safeguarding across the school
- 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 student's ability to behave appropriately.
- Promote and model Restorative Practice across the school and ensure it is used effectively.
- 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 resources for student/school/class designed to support a student's Individual Education Plan and Behaviour Support Plan and/or support whole school positive behaviour systems.
- Attending relevant meetings and in service training provided by the school.
- Supervising students.
- Contribute to, as appropriate, reports and referrals for students with whom you have been working with.
- Monitor and analyse behaviour patterns across Daylesford Academy and highlight students for targeted support in conjunction with the Pastoral Team.
- Manage the day-to-day operation of the 'floor', supervising students and staff ensuring the behaviour policy is adhered to.

- Attend training and meetings as required.
- Consulting with parents/carers regarding student support matters, responding to incidents of challenging behaviour.
- Personal responsibility to decide when the appropriate time is to inform parents/carers by issues that may occur.
- To assist the Pastoral Team with producing, implementing and evaluating behaviour support programmes.
- Perform any other reasonable duties as requested by the Headteacher and any other tasks as required by the Trust within the Trust's group of schools.

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. the Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Dealing with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Leader (Behaviour and Attitudes/Personal Development)

Continuing Professional Development – Personal

- In conjunction with the Headteacher, 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 your 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 Director of Education / Headteacher or the incumbent of the post.