



## **Behaviour Support Officer Menorah Grammar School**

### **Job Purpose:**

To assist the Pastoral Leader in promoting and taking responsibility for the well-being and pastoral development of students, ensuring a high standard of behaviour, attendance and pastoral welfare.

### **Roles and responsibilities**

The Behaviour Support Officer will carry out a range of responsibilities, these will include:

- Promoting and fully supporting the school's behaviour system ensuring that duties are carried out according to the school's policy.
- Establishing positive relationships with students, acting as a role model and being aware of, and responding appropriately to individual needs.
- Challenging and motivating students, promoting and reinforcing self-esteem and positive behaviour.
- Dealing with behaviour, attendance and pastoral issues in a positive manner, communicating actions to students, staff and parents as appropriate.
- Liaising with parents and informing of sanction when students have failed the refocus room.
- Supervising the refocus room and overseeing detentions.
- Triaging students who have been removed from class, supporting them to regulate their behaviour and emotions before entering the refocus room.
- Being alert to safeguarding issues, dealing confidentially and sensitively with students and parents undergoing difficulties and to log on CPOMS.
- Investigating the whereabouts of students missing from lessons, following safeguarding and attendance policies, supporting them back to lessons where possible.
- Assisting in arranging the collection of students who should be in the refocus room or in detention.
- Maintaining a high presence around the school and supporting students to regulate their behaviour in lessons where required.
- Inform and liaise with the Head of Year regarding student concerns.
- Collecting statements from students to support behavioural investigations.
- Liaising with parents via emails and phone calls in a timely manner.
- Carrying out administrative tasks related to all aspects of the role.
- Responding to First Aid emergencies (as required).

- Covering for other colleagues within the Pastoral team as required.
- Supporting the spiritual, moral, social and cultural ethos of the school.
- To fulfil any task which may reasonably be associated with the role.

S. Isaacs - March 2023