



**PAIGNTON ACADEMY
THINKING SCHOOLS ACADEMY TRUST**

JOB DESCRIPTION

Job Title: Behaviour Support Coordinator

Accountable to: Assistant Principal – Behaviour & Attitudes

Job Purpose: To staff the Reset Room provision in order to meet the C System referrals, and to conduct restorative work with pupils to aid positive behaviour. To ensure the effective day to day organisation, coordination, supervision of pupils and support the Reset Room.

The role of the Behaviour Support Coordinator is to ensure the smooth running of the Reset Room, through accurate record keeping and communications with stakeholders at all levels, which is both timely and effective.

Hours: 33 hrs per week / 39 weeks per annum (this includes all non-pupil days and evenings) Daily working hours to be negotiated and confirmed between 8:00 am – 4:30 pm

As part of the Reflection Area's practice:

- Support behaviour/learning across the curriculum.
- Keep a record of students' learning and behaviour difficulties for future reference.
- Develop skills necessary to work effectively with SEN/Behavioural Difficulties students.
- Report to Assistant Principal i/c Behaviour & Attitudes on individual students' learning and behaviour.
- Comply with the Academy performance management system.
- Attend recognised training as suggested by the Line Manager.
- Maintain health and safety within the working confines, as outlined by the line manager.
- Attend non-pupil days/evenings.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out any other tasks as directed by the Head of School or Line Manager.

Specific to this post:

- Provide a point of contact for pupils referred to the Reset Room under the C System, record referral data and administer the follow up actions required
- Conduct restorative discussions with pupils referred to the Reset Room
- Act as mentor and advocate for pupils referred to the provision, to diffuse situations or help a student to regulate their behaviour and move forward with their day

- Manage the behaviour and expectations within the Reset Room alongside SLT to correct negative behaviours
- Judge the room and be proactive or seek advice to ensure the room is a positive environment for learning
- Liaise on a daily/weekly basis with the Assistant Principal i/c Behaviour & Attitudes to help with the management of number of students that attend the room
- Work closely with House teams to discuss and support strategies to help students improve and maintain positive behaviour within the classroom
- Record all pupil visits to the Reset Room, detentions and periods of isolation both on paper and electronically (Classcharts/Sims and Spreadsheet)
- Monitor behaviour data and communicate this to relevant staff to ensure the Rewards and Behaviour policy is being met consistently.
- Manage and lead the centralised detention system alongside with Assistant Principal i/c Behaviour & Attitudes
- Ensure detention notifications are issued in good time and that pupils complete detentions issued and follow-up action taken
- Promote the Academy's Uniform Policy and issue rewards and sanctions alongside House teams
- Manage and run Uniform detentions in the RR at lunchtime.
- Support 1:1 learning pupils in the Reset Room, with work provided by faculties up to and including GCSE level work and return this work to the teachers when needed
- Have a sound knowledge of SEND and make decisions alongside the House and Learning Support teams to support these students
- Deal with parental / carer enquiries, written, telephone, or face to face in school as appropriate
- Maintain and distribute to all staff, regular up to date records on pupil Reset Room visits
- Screen all pupils for reasons for referral to the Reset Room through the C System, collate, analyse and report back to relevant staff
- Be able to use of ICT and CCTV
- Liaise with Attendance Officer to monitor pupils' attendance patterns
- Liaise with Safeguarding Officers when required
- Recommend referrals for pupils to other Academy and external interventions
- Escort pupils to/from lessons and detentions as required
- May be directed to work at either Academy site at short notice
- Undertake exam invigilation as required
- Supervise and manage the Reset Room during break and lunch times.

PERSONAL SPECIFICATION

Reset Room Restorative Support TA

	Essential	Desirable
Ability to work independently and with supervision	✓	
Ability to form positive relationships with children, young people and adults	✓	
Effective communication skills	✓	
Able to respond calmly to challenging situations	✓	
Evidence of effective use of pupil data	✓	
Ability to work well in a team	✓	
Ability to be flexible and versatile	✓	
Ability to deliver numeracy and literacy skills work to individual pupils		✓
Recent experience of working with young people on positive behaviour programmes or interventions	✓	
Basic knowledge of the SEND Code of Practice		✓
Basic knowledge of restorative justice programmes	✓	
Good standard of education to include 5 or more Grade C GCSE level or equivalent, including English and Maths		✓
Sense of humour	✓	
Effective computer skills to include use of Word, Excel and PowerPoint	✓	
Ability to access and input information on to the SIMS System and develop spreadsheet data records	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	