



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

## JOB DESCRIPTION

**Job Title:** Behaviour and Progress Officer

**Contract type:** Permanent

**Reporting to:** SLC Manager

### Overview:

- To support SLT and the Stepney Learning Centre and Inclusion Manager to work with teachers and support staff as part of a professional team, to support students in overcoming barriers to learning including behaviour.
- To maintain and support the school's Christian ethos and identity.

### The key responsibilities:

- Ensure outstanding attendance and punctuality for an identified Year Group or a Key Stage group
- Liaise with teachers to provide support to students for one Key Stage to identify and help students overcome barriers to learning to ensure progress
- Implement policies to improve behaviour, attendance, punctuality, homework and progress
- Support staff to investigate incidents and implement and monitor action plans for targeted students.. This includes contributing towards the investigation of any safeguarding concerns and report back to DSL/Year team - especially translating sensitive information to parent/carers.
- Support the reintegration of students into school following periods of exclusion/ absence under the direction of the head of the Stepney Learning Center. This includes the process of Day 6
- Share information and liaise with parents/ carers and external agencies as directed by Line Manager/HOY and Safeguarding Team
- Provide extra support to students through a range of activities and opportunities to promote their social care and personal development
- Deliver group workshops for pupils across the school within PSHE guidelines
- Maintain records and monitor the impact of actions using effective systems SIMs, spreadsheets and online software
- Support collaborative work between the Stepney Learning Centre and the main school.
- Complete supervision in the SLC on scheduled days
- Have a high profile in school, particularly at key times before school, lesson changeovers, break, lunch and after school and to complete detentions
- Attend whole school events e.g. Parents' evenings / assemblies/ CPD (where appropriate)
- Liaise with and support SLT Lead on behavioural analysis and interventions and in establishing effective strategies in all areas of pastoral care



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- Plan early intervention programmes to support the behaviour and wellbeing of targeted students.
- Support the school's commitment to fully engage pupils at risk of exclusion by working with students who have PSPs and through the delivery of targeted workshops and catch up sessions.
- Provide support to all students in enabling them to achieve their potential both academically and socially, supporting raising attainment of targeted groups of students.
- Liaise with the pastoral and inclusion teams on a daily basis.
- Lead on personal attendance plans (PAPs) and reviews. This includes meeting with students weekly and before school to support improved attendance and carrying out home visits to support improved attendance across year groups.
- Contribute & facilitate internal exclusions when required in terms of attending meetings, for example, attending CIN, formal warning meetings, new admissions and Core Group meetings with HoY/Year team.
- Attend and contribute to re integration meetings following external exclusions and support students returning from suspension.
- Assist HoY/Year team development of Google Drive online record keeping for cohort.
- Report back to HoY/Year team on outcomes of intervention on a daily basis.
- To support individual teachers/departments with support strategies to improve behaviour management in the classroom/across a department
- To demonstrate a flexible approach to supporting pupil progress through effective behaviour management and monitoring. This includes one to one support, in class support as well as internal exclusions and through mentoring and the completion of various documents

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### **Equal opportunities statement**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

### **Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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Signed \_\_\_\_\_

Date \_\_\_\_\_

**Postholder (PRINT NAME & SIGN)**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Headteacher**