

Job Description

Academy :	Leeds West Academy
Job Title:	Behaviour Support Officer
Grade:	C1 .12 - .17 £21,589 - £23,836 pro rata, TTO plus 10 days
Accountable to:	Behaviour & Attendance Leader

Role: Reporting to an appropriate Behaviour & Attendance Leader, you will work in a number of areas related to Personal Development, Behaviour and Welfare to contribute to the day to day procedures within the academy.

Purpose of job: To contribute to key objectives of the Academy Development Plan to maintain high standards of behaviour to underpin good academic development

You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.

General duties:

- To consistently promote and uphold the academy behaviour policy, in keeping with academy values.
- To supervise and support students ensuring access to learning, encouraging independence and positive behaviour.
- Support with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To establish productive working relationships with students, acting as a role model, providing support, encouragement, guidance and assistance for learning, being aware of and responding appropriately to individual needs.
- To encourage students to reflect on their behaviour and to accept responsibility for their actions, advocating restorative processes where appropriate.
- To be a member of the on call duty team, attending lessons where support is needed.
- To encourage effective learning and promote high standards of achievement, behaviour & discipline.
- To promote the inclusion and acceptance of all students, seeking appropriate and impactful methods to support students in improving their behaviour.

- To be aware of student problems/progress/achievements and report to the relevant member of staff.
- To undertake and maintain regular student record keeping, including logging behaviour incidents/attendance issues on SIMs/Behaviour Watch.
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, behaviour and access to learning.
- To 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.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- To occasionally provide supervision of the students within the internal seclusion room, ensuring that they work productively, independently and safely and that all seclusion room procedures are adhered to.
- To accompany teaching staff and students on visits, trips and out of the academy activities as required.
- Fulfil any other reasonable request as defined by the Principal.

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Keep up-to-date with all aspects of the Child Protection Policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing academy which requires flexibility in all of its employees.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
---------------	--	--------------	--