JOB DESCRIPTION AND PERSON SPECIFICATION

THE BULWELL ACADEMY
Creative Education Trust

Job Title	Behaviour Support Officer	**Location**	The Bulwell Academy
Salary	£26,683 - £28,985 BA8 (SCP 17 – 22) per annum actual salary	**Hours**	37 hours (39 Weeks – Term Time Only)
Department	Support Staff	**Reports To**	Therapeutic Reintegration Manager

JOB PURPOSE:

To support continued improvements in behaviour across the Academy through the provision of academic, behavioural, and therapeutic support in the Academy's Reintegration Centre (The Bridge) and across the wider Academy. To improve the attendance and engagement of key vulnerable students. To support in the reduction of suspensions and permanent exclusions of key vulnerable students.

KEY RESPONSIBILITIES AND DUTIES:

- To assist students with behavioural needs to modify their behaviour to re-integrate into mainstream classrooms without adversely affecting the behaviour and progress of other students.
- To intervene where students are causing major disruption in their lesson to de-escalate and return to lessons where possible.
- To support with the day-to-day running of the Reintegration Centre for vulnerable students.
- To deliver therapeutic interventions to vulnerable students.
- To develop your own practice using behavioural and therapeutic research.
- To lead core lessons in The Bridge and tutor key students where necessary.
- To support student reintegration procedures following suspension if appropriate.
- To ensure the effectiveness of the Reintegration Centre and the management, upkeep, and development of resources.
- To build appropriate relationships with students to support them achieving their full potential.
- To be vigilant around the Academy monitoring student behaviour and intervening where appropriate and in support of the Academy's behaviour policy.
- To motivate students by providing information, advice, and guidance to enable them to make the right choices to manage their own behaviour, learning, punctuality and attendance.
- To contribute to the preparation and implementation of 'pupil passports' where appropriate.
- To liaise with key stakeholders within the Academy including the SEN, safeguarding, attendance and wider pastoral team to ensure wrap around support for students.
- To monitor negative incidents on the behaviour tracking system (Arbor) and intervene with students at risk of suspension.
- To monitor positive incidents on the behaviour tracking system celebrating improvements in behaviour.
- To maintain good order around the Academy by encouraging students to arrive promptly to their lessons.

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- To undertake one-to-one and group work with students to address challenging behaviour.
- To undertake lesson support with key vulnerable students.
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• Good general education including GCSE (or equivalent) Maths and English, grade C or above.	• Evidence of continual professional development
EXPERIENCE	• Experience in a student facing role, ideally within the education sector • Proven ability to work to a high level of accuracy with attention to detail at all times • Ability to motivate and manage young people in challenging circumstances.	• To have an awareness of cultural and diverse backgrounds.
KNOWLEDGE AND UNDERSTANDING	• Knowledge of current educational policy • Up to date knowledge of child protection issues, including local and national best practice • Understanding of the social, emotional, and intellectual development of teenagers • Excellent knowledge of how disadvantaged pupils may be supported to realise their potential	
SKILLS AND PERSONAL ATTRIBUTES	• Willingness to work under reasonable pressure to raise student achievement. • Demonstrate proficiency in use of ICT. • Ability to maintain appropriate confidentiality. • Effective organisational skills • Ability to work to deadlines. • Ability to work as part of a team • Ability to use own initiative with minimal supervision when required.	• Understanding of a range of mentoring and behaviour techniques including attachment awareness and emotional literacy. • Ability to support and motivate staff.

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	• Ability to demonstrate a problem-solving approach to tasks. • Maintain good working relations with others by use of effective interpersonal skills. • Demonstrate honesty and integrity • Maintain a high level of interaction with leaders at all levels. • Demonstrate an ability to adapt to a constantly changing and growing environment. • Ability to build positive and trusting relationships with students. • Demonstrate the skills to be able to defuse potentially contentious situations. • Demonstrate a strong commitment to CPD.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition**: Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.