



Tolworth Girls School & Sixth Form

Behaviour Support Worker Job Description

Responsible to: Deputy Headteacher
Salary: Grade D, Points 15 to 20
Hours: 36 hours per week (full-time), term time only

Main Job Purpose:

To actively support staff in dealing with students with challenging behaviour, to ensure they are able to access learning and achieve their full potential.

Main Duties

- To model and ensure consistent application of the school's behaviour policy across the school
- To identify and reduce barriers to learning
- To lead on the implementation of restorative practice across the school
- To assist in the day to day running and organisation of the Reflection Room
- To deliver 1:1 and small group interventions which support students in overcoming any barriers to successful learning
- To undertake monitoring of key students and to set targets to aid and assist the appropriate intervention in relation to behaviour and progress.
- To establish positive relationships with parents and carers working to unpick potential barriers outside of school and find strategies to support overcoming these
- To provide appropriate pastoral care to targeted groups of students
- To raise student aspirations through guiding them to make successful choices
- To support the effectiveness of our whole school behaviour and detention system, through analysis of data, identifying trends and working to reduce incidents leading to more successful behaviour across the school
- To support Year Leaders in analysing behaviour patterns and trends
- To work alongside staff to ensure communication around student behaviour is timely and appropriate
- To build effective relationships with external agencies so their work impacts positively on all students
- To deliver assemblies/prepare standard behaviour resources to be used across the school
- On call responsibility to support effective behaviour management across the school
- Be committed to safeguarding, equality and promoting the welfare of children and young people



Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. Further details are found in the policies keeping children safe in education and schools code of conduct.

Health and safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school health and safety policies.

Policies and procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equal opportunities

School is committed to equal opportunities and expects all staff and volunteers to recognize and value differences and to treat everyone with dignity and respect.

Variations to job descriptions

Due to changing demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.

Training and development

The school is committed to the personal and organizational development of the individual.

The post holder will be encouraged to identify job-related development needs and actively seek cpd as part of their annual appraisal.



Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • GCSEs at grades 9 to 4 (A* to C) including English and Maths • Experience of working with young people • Experience of working with emotional, social and behavioral issues in a school or relevant context would be beneficial. • Experience of using IMS. Experience of using Arbor is beneficial
Skills and knowledge	<ul style="list-style-type: none"> • Some knowledge of SEND needs and learning difficulties • Sound knowledge of safeguarding procedures and policy • Understanding of Keeping Children Safe in Education • Understanding of GDPR requirements • Good literacy and numeracy skills • Excellent organisational skills • Ability to prioritise • Ability to build effective working relationships with students and adults • Knowledge of how to help adapt and deliver support to meet individual needs • Secondary curriculum knowledge and ability to apply this effectively in supporting teachers and students • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context



Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with students• Empathy and understanding of students who find learning difficult• A commitment to getting the best outcomes for all students and promoting the ethos and values of the Academy• Patience and understanding when working with students with challenging needs or behaviour• Commitment to maintaining confidentiality at all times• Commitment to safeguarding students wellbeing and equality• Ability to work well in a team• Ability to use own initiative• Willingness to undergo training/ CPD as required• A willingness to contribute to the wider life of the school
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2024

Headteacher/line manager's signature: _____

Date: ____/____/____

Postholder's signature: _____

Date: ____/____/____