



## Job Description: Behaviour Support Officer

<b>Reporting to:</b>	Assistant Principal i/c Behaviour
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	Ark Support Staff payscale, Inner London, Band 4, £19,409 - £21,760 pro rata (Actual salary: £16,621 - £18,635)
<b>Hours:</b>	36 hours per week, Term time only (39 weeks)

## The Role

To support the academy by providing practical day to day support to teachers and other staff by ensuring that the academy's behaviour policies are closely adhered to and that students with behaviour needs are suitably provided for. This will be done by fostering good working relationships with students, helping them to engage in school life and being a good role model in the academy.

## Key responsibilities

- To support students who show characteristics of disaffection and disconnection from full-time education in KS3 and KS4, running the Consequence Room and resolving conflict or potential conflict
- Use E-portal to establish regular monitoring of these students
- Producing detention lists and carrying out detention duties
- Establish links with relevant external agencies and parents
- Provide guidance and support to students
- Participate in comprehensive assessment of students to determine those in need of particular help
- Support the wider social and personal development of students through the provision of appropriate intervention programmes of Key and Basic Skills
- Setting of behavioural targets for this group of students
- Modification of behaviour to enhance progress
- Assist the academy with the development and implementation of Individual Education /Behaviour /Support /Mentoring Plans
- Support provision for students with additional needs
- Establish productive working relationships with students, acting as a role model
- Develop one-to-one mentoring arrangement with and provide support for distressed students
- Provide information and advice to enable students to make choices about their own learning, behaviour and attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students in relation to progress, achievement, behaviour and attendance
- To supervise the Burlington Playground or as directed until 5pm when possible, ensuring that students have exited the site at that time.
- Undertaking 'walkabout' duties at specific times

## Other

- Undertake other various responsibilities as directed by the Principal and/or line manager.



## Person Specification: Behaviour Support Officer

### Qualification Criteria

- Right to work in UK

### Experience

- Experience of working in a school
- Team-Teach or similar training
- Health and Safety training or experience

### Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Positive commitment to student achievement and staff development
- Ability to relate to young people and adults in the learning environment
- Helpful, positive, calm and caring nature
- Enthusiastic, committed and uses initiative
- Able to establish good working relationships
- Able to follow instructions accurately but make good judgments and lead when required
- Able to maintain a high level of attention to detail.

### Specific skills

- Good communication skills, including written and oral
- Good organisation skills
- Ability to work and plan under pressure
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Awareness of safety issues as appropriate to the post
- Health and Safety risk assessment in specific working environment
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion.

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*