

## Job description: Behaviour Support Officer

<b>Location</b>	Oakbank School
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Term time
<b>Pay range</b>	SCP 11-17 (FTE £25,979 - £28,770)
<b>Reporting to</b>	TBC

### About this Role

Are you passionate about supporting children access full time education regardless of their barriers? Do you want a job that has the potential to really make a difference to the daily lives of young people who struggle in school? Do you feel you have the skills to support children with challenging behaviour to self-regulate in order to access the curriculum?

Oakbank school is seeking to appoint an enthusiastic, self-motivated and committed behaviour support officer to work between 25 hours per week from January 2024. The working hours, and days of this position are flexible and will be discussed during interview. The person appointed will work closely with our alternative provision team in identifying those students at risk of not fully accessing their education due to behavioural needs and offering bespoke support packages to those identified individuals.

The successful candidate will ideally have a strong track record of working with young people in schools. They will be a proactive individual and a creative thinker who is able to work both independently and as part of a team.

Our students are at the heart of our school, and we are immensely proud of their achievements and of the great opportunities our school has to offer them. We are an ambitious and successful community, where all students are supported, valued, and provided with everything they need to thrive.

Oakbank School is committed to safeguarding and promoting the welfare of children and young people. It is essential that all members of staff and volunteers share this commitment. An enhanced DBS disclosure is required for all posts.

### Job purpose

- To provide support to students, and their families, who are not accessing school on a regular basis due to their behavioural needed.
- To ensure students and their families feel supported by Oakbank school.

- To provide support and guidance to students struggling to manage their behaviour effectively.
- To mentor individual students, and work proactively across the school, in order to minimise low level disruptive behaviour in lessons.

## Main duties and responsibilities

- Support students with challenging behaviour in lessons and around the school
- Support staff in dealing with challenging behaviour in classrooms
- Establish positive working relationships with vulnerable students and their families in order to support their needs within school.
- Undertake mentoring, restorative meetings and conflict resolution as required.
- Work closely with Heads of Year to support them in improving the behaviour of key individuals in their year groups.
- Follow up safeguarding issues in line with school policies and procedures.
- Attend meetings within school and with external agencies as required.
- Support for parents and for their children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To provide transition support for children starting school and on transfer to secondary school and other life transitions where appropriate.
- Working with parents in a school context, supporting them and building their engagement with their child's learning.
- Encourage good relations and effective dialogue between parents and teachers about children's progress.
- Coordinate and facilitate student events, workshops, and training sessions to promote positive behaviour, engagement, and education in collaboration with the schools Alternative Provision Lead.
- Record Keeping: Maintain accurate records of student interactions, communications, and mentoring activities.

*This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*