



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **BEHAVIOUR SUPPORT ASSISTANT**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Establish productive working relationships with student, acting as a role model.
2. Promote excellent attendance and positive behaviour.
3. Provide support for distressed students.
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
5. Promote the speedy/effective transfer of students across phases/integration of those who have been absent.
6. Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
7. Work with pupils on individual targets set by teaching staff.
8. Challenge and motivate students, promote and reinforce self-esteem.
9. Provide feedback to students in relation to behaviour, attendance etc.
10. Be an active presence around the building, challenging any students out of lessons.
11. Support students' access to learning using appropriate strategies, resources etc.
12. Support in keeping and updating of records as agreed with other staff.
13. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Strategic Direction and Development of the School**

- 1.1 Ensure and deliver effective pastoral support so that individual students and groups of students are supported to actively participate in learning and reach their full potential.
- 1.2 Provide cover support for lessons, supported by the Directors of Learning.
- 1.3 Support the Behaviour for Learning Lead in ensuring all learners access an inclusive curriculum.

- 1.4 Support the transition of pupils at their various points throughout their time at the Trust.
- 1.5 Provide support for internal intervention programmes as required.

## **2 Support Learning and Teaching**

- 2.1 Engage with the behaviour mentor and Behaviour for Learning Lead in delivering support packages, ensuring that there is a clear focus on learning, progress and the development of skills and competencies and engagement.
- 2.2 Contribute to coaching, mentoring and sharing good practice, within the pastoral and inclusion team, throughout the Trust.
- 2.3 Cover lessons as directed by the senior leadership team and in agreement with the Behaviour for Learning Lead, with support from the Directors of Learning across the Trust.
- 2.4 Support the Trust's drive for excellence academic results by ensuring students needing intervention receive support, encouragement and guidance as appropriate and necessary to raise individual student achievement and aspirations.

## **3 Developing Self and Others**

- 3.1 Build capacity and nurture leadership capabilities within students.
- 3.2 Ensure all CPD and Safeguarding training is up to date and relevant.
- 3.3 Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.

## **4 Securing Accountability**

- 4.1 Supporting all safeguarding needs and liaise with the inclusion team on a daily basis.
- 4.2 Provide data in line with whole school and individual student targets.
- 4.3 Analyse student data and contribute to planning appropriate interventions and monitor their impact.
- 4.4 Contribute to individual risk assessment when required.
- 4.5 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 4.6 Provide visible presence around the school's grounds and within the building to ensure students, staff and visitors are in a safe and secure environment.

## **5 Strengthening the Community**

- 5.1 Contribute to stakeholder engagement and communication with parents, carers and families across year groups.
- 5.2 Work effectively in partnership with all stakeholders.
- 5.3 Be a professional advocate for the academy in all contexts.
- 5.4 Supervise students on visits, trips and out of school activities as required.
- 5.5 Implement planned supervision of students out of school hours.
- 5.6 Provide support outside of term time with summer schools, intervention sessions etc.
- 5.7 Provide support to the Pastoral Community Support Officer with home visits as required.

- 5.8 Work flexibly attending evening, weekend and holiday events to manage groups of visitors and staff who use the premises during these times and to manage the car parking for such events.

## **6 Other Responsibilities**

- 6.1 Comply with policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 6.2 Assist with the organisation of multi-agency meetings as required.
- 6.3 Support the delivery of enrichment activities and trips including accompanying and supervising students as needed.
- 6.4 Ensure effective communication of all safeguarding information training.
- 6.5 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.6 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.7 Contribute to the wider life of the Trust and the Star community.
- 6.8 Carry out any such duties as may be reasonably required by the Trust.
- 6.9 Act as First Aider as required.
- 6.10 Actively promote the ethos of the school within the day to day activities, including taking part in lunch and/or break duties.

## **7 Records Management**

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
2.	Evidence of Continuous Professional Development.	E	✓	✓
<b>EXPERIENCE</b>				
3.	Working with young people in an education setting.	E	✓	✓
4.	Providing pastoral support within an education setting.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
5.	Ability to maintain positive relationships with students and other adults.	E	✓	✓
6.	Ability to speak in front of large groups of students and small groups of staff.	E	✓	✓
7.	Ability to work effectively and sensitively with a range of groups and individuals.	E	✓	✓
8.	Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.	E	✓	✓
9.	Ability to work unsupervised, use own initiative and make appropriate decisions.	E	✓	✓
10.	Ability to address sensitive matters with a caring approach and appropriate confidentiality.	E	✓	✓
11.	Strong verbal and written communication skills.	E	✓	✓
12.	Ability to converse in a number of additional community languages.	D	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	Ability to use ICT confidently to communicate, review data and present information to others.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
14.	Commitment to working flexibly before and after school hours as required to promote the welfare of learners	E	✓	✓
15.	Highly organised, literate and articulate.	E	✓	✓
16.	A passionate belief in the school's mission statement.	E	✓	✓
17.	A strong belief in the value of education in developing citizens.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	A strong commitment to the personal, spiritual, social and health development of young people.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓