**PRENDERGAST VALE SCHOOL**

**JOB DESCRIPTION**

**Post title: School Behaviour Officer**

**Salary/Grade: Scale 6 (Points 18 - 20)**

**Working Time: Term-time (39 weeks per year), 35 hours per week**

**Reporting to: Behaviour Manager**

#### **Purpose of the job**

* To operate the Internal Exclusion Room system under the overall direction of the Assistant Head teacher (Behaviour and Inclusion).
* To operate the On-Call system under the overall direction of the Assistant Head teacher (Behaviour and Inclusion).
* To carry out investigations into student behaviour incidents with a particular focus on incidents that take place outside of lessons.
* Practice and implement restorative justice.
* Work with colleagues with responsibility for the pastoral welfare of students (Heads of House and Tutors) communicating effectively with them about issues concerning their Tutees.

**Job Specification**

* To operate the on-call system and remove students from lessons who have had a final warning or who have committed an act of gross misconduct and supervise as required.
* To participate in routine classroom and corridor patrols ensuring students are in lessons and there are no instances of poor behaviour around the school site.
* To carry out investigations of incidents arising from on-call duty, taking statements from students as appropriate, responding to staff accounts of incidents
* To understand and implement the school’s Behaviour Policy including issuing rewards and sanctions within the school’s policies and procedures
* To provide a mentoring service e.g. anger management, behaviour support, to identify students to meet their needs in overcoming barriers to learning and social inclusion.
* Establish positive relationships with students, acting as a role model and responding to the needs of each individual student
* To supervise students during break and lunchtimes as directed by line manager.
* To supervise students on internal exclusion ensuring that appropriate routines and boundaries are in place.
* To supervise students in detentions ensuring that appropriate routines and boundaries are in place.
* To provide information and advice to enable students to make choices about their own learning / behaviour / attendance.
* To establish positive and constructive relationships with parents and families and participate in meetings and feedback sessions as directed.
* To report any incidents of unacceptable behaviour or issues of concern to the appropriate members of staff.
* To support the School Leadership Team in managing external exclusion cases arising from on-call incidents, liaising closely with the Headship Team and other relevant staff
* To liaise with outside agencies, parents / carers, social workers, other schools and organisations, and attend to queries as directed by line manager.
* To report any welfare and / or child protection as per school policies and procedures.
* To facilitate the sharing of information with all relevant agencies in line with school policies and procedures
* To deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Monitor the MIS system for incidents of concern, ensuring logs are in line with the behaviour policy
* To use Microsoft Excel to manipulate and analyse data on sanctions.
* To collate and provide statistical information and reports to Assistant Headteacher (Behaviour and Inclusion
* To provide in class and exam support to students as directed by line manager
* To assist in escorting students on educational visits and to participate in extra-curricular activities as required

**General**

* To be flexible within the broad remit of the post.
* To attend school events as required.
* To attend training sessions and meetings as required.
* To undertake First Aid Training and responsibilities as required.
* To ensure compliance within the school of data protection regulations.
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

The post holder may be required to perform any other reasonable tasks as directed by the Headteacher.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Federation’s equal opportunities policies and statutory responsibilities.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the Federation’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory and institutional requirements.

**PERSON SPECIFICATION**

**BEHAVIOUR OFFICER**

The following are **essential** requirements of the job and need to be addressed in your application. These criteria will be used during the selection process.

**Qualifications and Experience**

* Experience of working with children / young people.
* Experience of working with external agencies and other professionals.
* Experience of working in a school, youth club or similar establishment is desirable but not essential.

**Knowledge and Skills**

* Ability to build and form good relationships with students, colleagues and parents / carers.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Knowledge and understanding of how students learn and barriers to learning.
* Knowledge of Equal Opportunities and approaches to inclusion.
* Knowledge & understanding of Child Protection and Safeguarding procedures.
* Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents / carers and other professionals.
* Good standard of numeracy and literacy skills.
* Ability to proficiently use office computer including word-processing, spreadsheet, database and internet systems.
* Ability to absorb and understand a wide range of information.
* Ability to maintain accurate records and filing systems.
* Ability to deal with confidential data / issues appropriately.

**Personal Qualities**

* Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.