



## JOB DESCRIPTION

**SCHOOL: Colonel Frank Seely Academy**

**NAME OF POSTHOLDER: VACANCY**

**Job title:** *Temporary Behaviour Support Assistant (1 year Contract)*

**Pay Scale:** *Band 7 Scale 31-35*

**Salary:** *£18,109 to £19,990 pro rata*

**Hours:** *37 hours per week, term time only (8.30am to 4.30pm / 4.00pm on Friday)*

**Job purpose:** *To provide personal, social, learning support and guidance to individuals and groups of pupils and those engaged with them, and to contribute to identifying and removing barriers to learning both inside and outside the school, in order to achieve their full potential. Working with Guidance Teams, deliver the provision of pastoral care within the school.*

**Post responsible to:** *Pastoral Support Manager, Senior Deputy Headteacher (Pastoral)*

**Date of issue:** *November 2017*

### CORE REQUIREMENTS OF THE POST:

#### Key Areas of Responsibility

- Working closely with guidance staff, parents and external agencies provide an efficient and effective support service which is responsive to staff and pupil needs.
- Proactively working with guidance staff and parents to promote and monitor school standards with regard to attendance, punctuality and uniform, including gate duties and ensuring call returns within 24 hours.
- To contribute to pupils' learning and development to:
  - Identify and support learning and development needs
  - Inform planning and decision making around how identified needs will be addressed.
  - Monitoring and evaluating the effectiveness of mentoring support.
- Undertake periods of home tutoring for identified pupils, tutoring in core subjects and delivering catch up work to pupils who are involved in part-time alternative provision.
- Develop appropriate mentoring relationships to engage pupils in order to support improvement.
- Contribute to and participate in assessment to identify individual barriers to learning.
- Develop appropriate strategies, options and alternative to overcoming barriers to learning, under the guidance of line manager.
- Develop, agree and implement an action plan with pupils and those involved to set targets, providing meaningful measures of achievement, monitoring progress, identifying additional need and celebrating success.
- Organise and implement additional activities for identified pupils to support a successful transition within and across educational establishments.
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement both with pupils and their families.



- Develop and deliver anger management and behaviour modification sessions.
- Develop and maintain contact with the families to share information about the pupil's needs and progress and explore, identify and secure positive family support.
- Contribute to the identification and signposting of pathways that facilitate access to specialist services to ensure the most appropriate individual package of support to both pupils and families.
- Develop and organise relevant activities to create a stimulating, safe and secure environment to engage pupils in order to support learning.
- Work with other agencies and individuals to increase understanding; also contributing to the identification and sharing of good practice, encouraging participation and joint working.
- Liaise with all relevant staff and any external professions to ensure understanding, support and commitment to the approaches and strategies being used by the Learning Mentor team.
- Collate qualitative and quantitative data, produce reports, share information and maintain records to facilitate monitoring and evaluation.
- Work within the school's policies, liaising with teaching, support staff and external agencies to support pupils displaying difficult or challenging behaviour, drawing from a range of appropriate techniques, skills and strategies.
- Monitor pupils' conduct and behaviour through the learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills, strategies and routine sanctions to de-escalate potentially difficult situations, or resolve conflict with individual and groups of pupils, establishing, maintaining or restoring a safe and calm atmosphere conducive to learning, ensuring the safety and wellbeing of pupils, staff and visitors.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

### ***Health & Safety***

- To ensure compliance with agreed Health & Safety Policy.
- To ensure that all accidents and incidents are reported, including notifiable diseases.

### ***General Responsibilities***

- To work as part of the Guidance and Learning Mentor Team.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service provided.
- To understand the implications of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Headteacher or their representative.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the School's appraisal programme for support staff and to participate in appropriate staff training and development activities.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Issued by:

Received by:

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Headteacher

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Post Holder