



Sheffield Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description for Behaviour Support Lead

Job Title: Behaviour Support Lead

Reporting to: Assistant Principal

Role Purpose: Ensuring the climate for learning is free from disruption enabling students to fully participate in learning. Assist with the protection and nurture of students at Sheffield Park Academy in keeping with agreed child protection, safeguarding, attendance and pastoral care policies.

Role Tasks:

- To support with leading behaviour across the academy with a particular focus on KS4, maintaining a presence and sustaining an orderly, calm atmosphere in which productive learning takes place.
- To support teaching staff by utilising Behaviour Hotspot data to prevent, address and minimise disruption to lessons.
- Be a visible presence on corridors, maintaining order and having high expectations and adherence to academy policy at all times
- Mentoring students and putting in place strategies to reduce repeat suspensions
- Working closely with Head of Years and senior staff to provide a high level of support to pupils needing extra assistance to realise their potential, including dealing with day to day behaviour issues, providing 'on-call' support, collection of students and supervising internal and external behaviour provisions.
- Ensuring that any issues affecting pupils in the year group are thoroughly investigated, acted-upon promptly and communicated to parents swiftly. Including overseeing and responding to parent enquiries via emails, text and telephone conversations.
- Support with the identification of and provision of support for those pupils who need extra help to overcome barriers to learning inside and outside the academy.
- needing particular support to keep them in learning whilst preventing them from disrupting the learning of others through employing behaviour recognition and improvement strategies.
- Maintain regular contact with families/carers of children in need of extra/additional support, to keep them informed of the child's needs and progress, and to secure and encourage positive family support and involvement including supporting when needed getting students into school or taking them home
- Dealing with day to day behaviour issues within the academy thoroughly investigating any behavioural issues, taking statements from victims and perpetrators, supporting academy leaders in information gathering and decision making about behavioural issues and communicating clearly to all parties. Maintaining relevant records in accordance with the academy's systems for recording and reporting on behaviour, safeguarding and pastoral issues.
- Providing a key point of contact for parents and responding to any concerns or communications swiftly, resolving issues with the support of the Head of Year, Senior Leadership teams quickly, especially in the case of complaints.
- Providing 'on-call' support, contributing to the day to day running of the Consequence Room and Targeted High Support groups.
- Providing a high profile, proactive and responsive presence around the academy, including when participating in daily 'duties' as per the weekly rota (before school, at morning break, lunchtime and after school).



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- To intervene in student disputes by using restorative approaches in order to promote pro social behaviours.
- Completing necessary documentation to support Academy policies in a timely manner. Manage the process of exclusions across the academy completing relevant paperwork to ensure legal processes are followed in line with school protocol.
- To liaise with staff and parents according to school policy.
- Maintaining student CPOMS files and online management systems.
- To ensure an up to date knowledge of safeguarding, behaviour and all pastoral care policies within the academy and comply with their implementation.
- Attendance to CIN/CP/Core Group/TAC/TAF meetings and act as key worker for students where needed

General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Services Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Work with relevant teaching staff to ensure that the area you are responsible for contains display materials that are of a high standard, promote the values and ethos of the Academy and are up to date and maintained
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Adherence to the policies and procedures in each of the individual schools is an expectation – it is anticipated that these may vary slightly from school to school and induction training will be given in each to address this. Where the word 'policy' is used above, it is intended to apply to the school being worked in at that time.

Employee Name:



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Employee Signature:

Date: