



Academies Trust

Behaviour Support Assistant

Salary/Grade Range:	Grade G (SCP 7 - 17)
Reports to:	Vice Principal (Designated Safeguarding Lead)
Contract:	Permanent
Hours of duty:	36 hours per week, Term-time + 5 INSET days

Main Purpose:

To be responsive to the needs of students and staff. To provide young people with the social & emotional resilience they may need to help them overcome barriers they may face in education.

Main Duties and Responsibilities/Accountabilities:

- To contribute to reducing school behaviour issues across the school.
- Aim to decrease the number of negative behaviour incidents from individual students.
- Prevent and reduce fixed term exclusions by dealing with behaviour issues.
- Reduce disruption to learning by dealing with any behaviour issues promptly & effectively.
- To address issues that are preventing students from achieving their full potential.
- Create a strong and lasting rapport with students.
- Deal with crisis situations, disclosures, altercations.
- Build strong relationships with students to improve their social & emotional well-being.
- Act as a trusted adult and a positive role model, whilst providing consistent boundaries.
- Mentor the learning of students, where appropriate.
- Provide appropriate counselling, advice and help for students.
- Encourage the development of good social relationships between students.
- Liaise with teaching/support staff regarding the behaviour of their students.
- To ensure high standards are maintained on issues such as attendance, punctuality, uniform.
- Ensure that the Behaviour Policy is implemented and adhered to.
- Assist with improving attendance across the school.
- Ensure that accurate records of all contact with students, their families and other professionals are maintained.
- To become an integral member of the Pastoral Team.

- Administer First Aid.
- Exam invigilation as required
- Cover form tutors as directed.

General:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.

Person Specification

Personal Attributes Required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy and Numeracy Skills equivalent to the level 1 of the National Qualification & Credit Framework • Competent numeracy and literacy skills both spoken and written • GCSE Grade C or above in both Maths and English 	Desirable	(A)
<p>Experience</p> <ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people • Understanding classroom roles and responsibilities • Supervises and provides particular support for pupils needs, ensuring their safety and access to learning activities • Promotes the inclusion and acceptance of all students • Sets challenging and demanding expectations and promotes self-esteem and independence • Have the ability to promote independence and confidence • Work constructively as part of a team • Be a positive role model • Team teach trained, de-escalation and positive handling techniques • Working with students age 11-16 	Desirable Desirable	(A) (I)
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Strong behaviour management skills • Ability to not take things personally • Resilient to challenging situations • Ability to remain calm under pressure <ul style="list-style-type: none"> • General understanding of national curriculum • Ability to work using own initiative and work 		(A) (I)

<p>without supervision</p> <ul style="list-style-type: none"> ● An awareness and knowledge of the issues surrounding the safeguarding of children ● To be able to work constructively as part of a team, understanding the roles of others and their responsibilities and your own position within these ● Good fitness levels 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Enjoys working with children ● An interest in working in a school environment ● The ability to build good relationships with children and adults ● Patience and a sense of humour ● Flexibility and creativity ● Good organisational skills ● Resilient 		(A) (I)

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.