



HATCH END HIGH SCHOOL

Behaviour for Learning Support Worker

36 Hours per week - term time only plus one week

**Salary: H4 to H5 (£22,384 - £25,514 per annum
depending on experience)**

JOB DESCRIPTION

JOB PURPOSE

- To support disaffected students to access learning both in and outside the formal classroom setting.
- To provide a range of specific support strategies/activities to re-engage underachieving students, particularly key identified groups, e.g. WBR boys.
- To provide support to students on off-site packages/provision to engage fully with the full range of their curriculum and monitor their achievement.

REPORTING

The post holder will report to the Behaviour & Inclusion Manager with oversight by Deputy Headteacher – Inclusion.

RESPONSIBLE FOR

- N/A

WORKING TIME

No holiday to be taken during term time. 30-minute lunch break to be taken at a time agreed by the Line Manager.

KEY DUTIES

- To be a member of the Safeguarding team responsible for the management of disclosures, referrals, and attendance at relevant professional meetings (case conferences, core groups and CIN meetings).
- To be a member of the Safeguarding team and contribute to staff training and assemblies / PCSHE sessions regarding Safeguarding.
- Be prepared to undertake Safeguarding training – Level 3 or working towards.
- Implement and deliver established programmes for students with behaviour issues and poor attitudes to learning (e.g. anger management) with individuals or small groups to improve behaviour and social skills.
- To work with pupils on a 1:1 or small group basis and to support effective in-class or out of class intervention which will include observations of TAs, pupils and differentiated materials.
- Operate reward and sanction systems and work with the pastoral and inclusion staff on developing and implementing Pastoral Support Programmes.
- To be the named contact, in the first instance, for enquiries from parents about the named pupils you are key worker for.
- Assist in the recording of behaviour incidents, keeping accurate records of any mentoring sessions.
- To demonstrate that measurable progress in student attainment has been made through your support. To impact positively upon students' attitudes to learning.
- Provide a daily lunchtime club / activity for vulnerable students and / or assist in general supervision of students at break times.
- Assist the SLT in monitoring / supervising behaviour at the end of the day in the local area or assist with detentions.

- Be prepared to undertake Physical Intervention Training and support SLT with behaviour management.
- Maintain records and collect data relating to behaviour as directed.
- To contribute and implement the school's behaviour policy and support students in complying with that policy.
- To work with other professionals as necessary and appropriate.
- To undertake training, including inset, as appropriate. To cascade this training and facilitate the CPD within the department and across the school.
- To accompany teachers and classes on extra-curricular activities in a supporting role.
- To be able to share ideas and use initiative where appropriate, support teachers by assisting with lesson planning / worksheets etc.
- To have a good working knowledge of the SIMS network in order to have the necessary information about the students you support and their needs. In addition, time should be made to access the written D-SEN files for additional information.
- To reflect on and develop own practice.

OTHER DUTIES AND ACCOUNTABILITIES

- Maintain appropriate and accurate records and carry out administration connected to the role.
- To be able to share ideas and use initiative where appropriate.
- To ensure complete confidentiality at all times.
- Act as a Fire Marshall if required.
- To invigilate examinations and act as reader or scribe if required.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Behaviour and Inclusion Manager.
- Use ICT effectively to support learning activities and develop student competence and independence in its use.
- To attend departmental and staff meetings as directed.
- Ensure compliance with your responsibilities as laid out in the Equal Opportunity policy and take an active role in promoting equality and diversity.
- Promote the School's policy on behaviour and punctuality for learning and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility.
- Check emails daily to ensure that all information on the students is accurate and up-to-date.

February 2023



Person Specification

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills e.g. NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Maths and English Grade C or above	Yes		Application
Level 3 Safeguarding training (or equivalent)	Yes		Application

EXPERIENCE

	Essential	Desirable	How Identified
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
Experience of effective working with children/young people and their families	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview
Able to manage Level 3 Child Protection cases.		Yes	Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
A willingness to develop a range of approaches to assist in engaging with young people and to encourage them to engage with the learning process	Yes		Application Interview
An ability to build effective relationships with students while commanding respect and maintaining the ability to impose effective discipline	Yes		Application Interview
An awareness of the local community and a desire to identify positive activities for our young people		Yes	Application Interview
Knowledge of Email and Office applications, e.g. Word, Excel, PowerPoint	Yes		Application Interview
Knowledge of specialist education software such as SIMS or Fronter		Yes	Application Interview

Initiative and flexibility. Ability to deal with unexpected or unplanned situations or reactions during the school day	Yes		Application Reference Interview
Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A commitment to the school's ethos, aims and its whole community	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality record	Yes		Interview Reference
DBS Checked	Yes		Application

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