Job Description

POST IDENTIFICATION

Post Title	Behaviour Support Officer				
Grade	Grade 5	**Job Evaluation ID:**	Text here	**Date Evaluated/Reviewed**	Text here

Service Area	Schools				
Service Team	Click here to enter text.				
Responsible to	Assistant Headteacher				
Areas of Responsibility	Student Wellbeing				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To supervise, organise, and oversee the running of the Internal Exclusion room in the School, as part of the school's behaviour management strategy. To promote positive behaviour for learning across the school and assist Heads of Year and Area Leads with the effective support of behaviour.

KEY RESULT AREAS

1. To co-ordinate and supervise the internal exclusion room.
2. To promote positive behaviour for learning across the School, in line with the School's Ready to Learn system, including maintaining appropriate standards of behaviour in the internal exclusion room.
3. To co-ordinate and manage administration pertaining to internal exclusion referrals, in line with the Ready to Learn behaviour system.
4. To liaise with Heads of Year and Teaching staff in regard to internal exclusion referrals.
5. Investigate reported incidents of poor behaviour in conjunction with other key staff, and log conversations accordingly.
6. To maintain accurate records and update the school information management system (SIMS) with accurate information regarding internal exclusion attendance.
7. Analyse referral data, alongside Heads of Year.
8. To develop programmes of work for student to complete during internal exclusion in liaison with Area Leads so that student learning is maximised.
9. To work with Heads of Year to develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and staff.
10. Challenge and motivate students to promote and reinforce high levels of self-esteem.
11. Liaise with colleagues to ensure students in the internal exclusion room are provided with appropriate and sufficient work and that completed work is conveyed to relevant staff.
12. Communicate set work to students and offer help and guidance as required.
13. To lead parts of meetings specific to internal exclusion and behaviour management strategies.
14. Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) e.g. on call, in-class behaviour support, student mentoring.

GENERAL

15. To attend School and relevant wider based training sessions as required or necessary.
16. To attend meetings and undertake duties as reasonably directed by the Headteacher.

Other

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• Basic level of general education	• GCSE English and Maths at Grade C (or equivalent) or above.
Knowledge and Skills	• Ability to communicate effectively with teachers, students, parents, and multi-agencies. • An ability to work autonomously and as part of a team. • Good organisation, time-management, and interpersonal skills. • Good ICT skills, including Microsoft Word, Excel, and email. • Good research and planning skills. • Understand and respect the principles of confidentiality • An understanding of the factors which lead to educational disaffection. • Reliable, punctual, and able to work to deadlines. • Ability to work flexibly and show initiave. • Patience, resilience, tolerance, and a genuine understanding of the difficulties that students may encounter with their school and home life.	• Knowledge of how secondary schools run. • Basic knowledge of SIMS and ClassCharts systems. • Knowledge of the rights and responsibilities of parents. • Knowledge of the range of additional support/agencies available to schools.
Experience	• Experience of working with young people aged 11-18. • Experience of working with disaffected young people. •	• Experience of working in a secondary school setting.
Attitudes	• A commitment to, and enthusiasm for, the post. • Adaptability and a professional approach to the responsibilities of the post. • An understanding of and a commitment to the equal opportunities polices of the LA, and the School. • An eagerness to gain experience, expertise and professional development through this position.	• Click here to enter text.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Recognise and use best practice to solve problems. Take initiative to suggest improvements, sharing this constructively.

Communicate openly, being straightforward with people to generate trust and confidence.

Follow procedures and rules. Give feedback where these can be improved.

Honestly reflect on my personal approach and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high-quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	Classroom based. Term time only + 2 weeks (39 hour/week contract)

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here