



#### Job Description

|                 |                               |
|-----------------|-------------------------------|
| JOB TITLE       | Behaviour and Support Officer |
| JOB FAMILY      | Pastoral                      |
| PHASE           | Primary                       |
| REPORTING TO    | SENCO                         |
| RESPONSIBLE FOR | N/A                           |

#### Job Purpose

To be responsible for the efficient and effective behaviour support provision, ensuring every child is supported to achieve their full potential. To assist with administrative support /typing for behaviour as required. Supervise students throughout the day, preparing and collating student information.

#### Duties and Responsibilities

- To work alongside the Senco ensuring high standards of punctuality, attendance and behaviour for learning.
- Assisting with the provision of administrative support for the behaviour alongside behaviour lead, DDSL and SENDco.
- Establish positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students.
- To mentor vulnerable groups of students who are at risk of underachieving.
- Maintain and update student behaviour records as appropriate.
- To promote a positive ethos and rewards in line with the Behaviour policy.
- To work with the Designated Safeguarding Lead, following the correct policies and procedures to ensure all students achieve and are safe.
- Respond and assist students at break, lunch, and after school when appropriate with any issues they may have.
- Assist with paperwork required by the Behaviour lead including filing and photocopying.



- Maintain and update student records on SIMs/CPOMS.
- Keep accurate records of students punctuality, attendance and behaviour.
- To liaise with outside agencies as appropriate.
- Promotion of high standards of behaviour and learning, supporting and monitoring interventions for behaviour, learning and achievement.
- Check in within transition times including lunch hall playground and corridors regularly, responding to pupils needs and situations.
- Using the facilities of the lighthouse for responding to needs including sensory, EBSA and Elsa as appropriate.
- Break and lunchtime facilitator
- Participate in weekly review and planning session of targeted students - contributing to information log and target-setting.
- Liaising with parents/carers.
- One-to-one informal support and counselling of students.
- Mentoring and advising students where necessary.
- Participating in training and development programme.
- Attend meetings where necessary.
- Gatekeepers to toilets throughout the day as appropriate
- To act as designated first aid person on duty

**Accountable for:**

- Working alongside the Senco you will be responsible for the efficient and effective Behaviour Support provision ensuring every child is supported to achieve their full potential
- Assist with the provision of administrative support/typing for behaviour. This includes administration and pastoral support as required, supervision of students throughout the day, preparation and collation of student information.



- Maintaining a visible presence about the school throughout the day. Supervision of students during break and lunch. Log incidents using database, attending incidents as reported.
- Review targeted students and contribute to log /target setting.
- Liaison with parents, carers as required.
- Support Teaching and Learning in maintaining good order throughout the day.
- Adherence to behaviour management policy and rewards policy

#### Generic Duties relevant to all members of Staff

##### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

##### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring



the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



THINKING SCHOOLS  
ACADEMY TRUST

I understand and agree to the job description of a Behaviour and Support Officer:

Name:

Signed:

Date:

TRANSFORMING LIFE CHANCES