

Stratford-upon-Avon School

Job Title: Behaviour Support Assistant (Maternity Cover)

Grade: Band G (11-17) (salary details at appendix 2)

Hours: 37 hours weekly / 39 weeks per year

Reporting to: Assistant Headteacher (Student Development and Behaviour)

Main Purpose of Job

To support and develop behaviour for learning through effective supervision of the school's Behaviour Support Room and instigate appropriate restorative justice conversations

To coordinate the education and support of students engaged on Alternative Provision

To support improvements in teaching and learning by:

Behaviour Focus

BSR

- To supervise the school's Behaviour Support Room in a way which ensures high standards are adopted by the students who are referred there
- To liaise with subject staff, the college and inclusion teams to ensure that appropriate work is set for the students who have been removed from standard lessons, checking that the work is completed and returned to the appropriate member of staff
- To facilitate restorative conversations when a student has been placed in the BSR for a high level incident (not failure to attend detention)
- Escorting students to BSR following conversation with the College Leader or SLT
- Taking students to BSR when this is imposed as a sanction by the College Leader or SLT
- Compiling statements from staff and students following a high-level incident. These are to be referred to the College Leader for action.
- Ensuring appropriate work and resources are available in the BSR on a daily basis. The work should be high quality and relevant, and oversee its completion by students in the BSR
- Maintain records of BSR usage and produce a monthly report. The report should show usage by year group / College / PP and non-PP/ SEN/ gender. It should draw attention to any over representation.
- Maintain high standards of behaviour whilst in the BSR and ensure all supervising staff do the same.
- Meet staff who supervise the BSR half-terminly to clarify expectations with regard to work and behaviour.
- Ensuring students return to lessons as swiftly as possible following any interruption
- Send out daily BSR data to College Leaders, Progress Leaders, SEN Department

Supporting Behaviour

- To support behaviour for learning and to help the school to ensure that its behaviour for learning policy is followed by students.
- Acting as duty manager.
- To escort students to after school detentions or equivalent
- To help students to reflect on poor behaviour and to rebuild relationships with staff and students through individual, paired and small group restorative justice conversations and other methods. To build an understanding of how their actions have affected themselves and others.

- To help students and staff to understand patterns of behaviour and triggers for behaviour
- To communicate effectively with College Teams and Inclusion staff as appropriate, to ensure that the needs of each individual student are agreed.
- To attend and contribute to college/staff meetings where appropriate.
- To take part in school events as appropriate, contributing as required to student assemblies and special events, such as Open Evenings, focus weeks etc.
- To monitor and evaluate data to highlight patterns of student behaviour and make appropriate recommendations
- Mentor students as directed by College Leaders
- Provide Art Therapy as directed by the SEN department
- Support SEN students when the BSR making sure adequate plans in place.

Alternative Provision Focus

- **To provide administrative support to the College Leaders**
Supporting the College Leaders with any communication and administration with students on ABP
To support the maintenance of effective communication with parents/carers/providers
To arrange any transport for the student attending alternative provision – liaison with approved taxi companies arranging collection and drop off times
Support the College Leader with any referral paperwork required for placement providers or temporary school
To maintain agreed records
- **Contact with Alternative Education Providers**
To gain daily information on students attendance and progress and forward to CL
To arrange for the appropriate paperwork to be sent to the Providers on students about to be placed in their provision to assess suitability
- **CLM (Collaborative Learning Manager Data Base) Register**
To check CLM daily and follow up any absences according to school procedure liaising with Attendance Officer and Alternative Providers and reporting any issues top the College Leader
- **Meetings**
To provide administrative support to the College Leaders to organise, coordinate and arrange appropriate meetings for parents, SWEP Student Support Manager, College Leader, AHT (Alternative Provision), any outside agencies e.g.: Social Worker, CAHMS/ Children’s team, Adoptive Social Worker to attend.
To arrange and minute progress reviews
- **Source alternative provision placements**
To support the College Leader to source alternative providers when necessary
To arrange for the appropriate risk assessments and safeguarding checks to be implemented
To arrange for the students, parents/carers to visit a new placement provider
To coordinate appropriate transport arrangements and any required staff support

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

1. At times this post involves dealing with students and visitors to the school, responsibility for own health and safety and that of others will be of key importance
2. The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear line management system and access to the College team and the Inclusion Leader, as necessary. Annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking ,Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Behaviour Support Assistant

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours over 5 days per week. 8.00am – 4.10pm, Mon-Thurs; 8.00am-3.40pm Friday (part time 4 days a week considered)

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 39 weeks per year made up of 38 weeks (term time) plus 1 week of Staff Learning Days

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.

b) All holidays are deemed to be taken within school holidays.

c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 statutory days

Other Benefits

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band G (points 11-17) is within the range £22,129 to £24,920, starting point depending on experience and qualifications.

Actual pro-rata salary is calculated as £19,086 to £21,493 based on actual hours, weeks worked and subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.
This post is subject to an Enhanced Disclosure.*