

**Job Description: Behaviour Support Worker**

Hours: 37 Hours per week

**Working Weeks: Term Time plus + INSET days**

**Salary:**

**Responsible to: Head of Academy and Vice Principal (Behaviour & Inclusion)**

**Main Purpose of the Job**

The Behaviour Support Worker will be expected to develop and support the aims and objectives of the Academy and to ensure that the Pastoral systems and Academy Priorities are effectively led and managed. They are responsible for the smooth running of the pastoral systems in the Academy including attendance, punctuality, behaviour and safeguarding.

They will work as part of a larger Pastoral Team and will be instrumental in the development and implementation of the attendance, behaviour, safeguarding and interventions.

**Key Priorities**

* To lead on attendance analysis and interventions
* Support the behaviour policy and interventions with students
* Support on safeguarding within the Academy

**Main duties and responsibilities/accountabilities**

The responsibilities attached to the post are as follows:

Lead person in Academy for a Behaviour Support Worker

* be first port of call for parents
* Provide pastoral care for students who require it
* Support parent’s evenings where possible
* Work with the Attendance Officer to improve attendance for students
* Coordinate detentions for repeat offenders, i.e. late, poor punctuality, low level disruption
* Support the detention rota and monitor detention attendance
* Support Form Tutors to adopt the Academy’s values
* Check all students have correct uniform and equipment as they enter Academy, if not contact parents
* Monitor uniform, all students to wear correct uniform and adhere to uniform policy
* Meet with parents re low level disruption and monitor via report
* Monitor form teachers to make sure students are being placed on report
* Have students on report and report back to staff any issues
* Inform Safeguarding Coordinators if any concerns with students
* Undertake behaviour modification with students in small group or on a 1-2-1
* Contribute to improving punctuality and high standards of uniform by being on duty at changeover of lessons
* Carry out pre, post and lunch duties daily, ensuring that you welcome students into Academy at the start of each day
* Carry out lunch duties and break duties daily
* Be On-Call to ensure students are:
* punctual to lessons and ensure that other members of staff do the same
* Support assemblies
* Encourage students to take roles of responsibility
* Use SISRA, SIMS and class charts when needed to monitor pupil progress, attendance and behaviour
* Undertake any other tasks as the Executive Principal may reasonably require