

Job Title: Behaviour and Intervention Assistant
Phase: Secondary
Salary: Non-teaching Band
Responsible to: Assistant Principal [Behaviour & Eng]

Key purpose

To support pupils facing specific behavioural, emotional, academic and/or social challenges which impact on their learning and achievement. You will support our alternative provision, isolation and implement interventions where necessary. To raise achievement by assisting the Key Stage team to ensure the welfare, development and achievement of pupils, monitoring academic progress and ensuring appropriate learning behaviours in lessons and around the Academy

Main responsibilities of Behaviour and Intervention Assistant

Led by the Assistant Principal:

- Ensure the Anglican ethos, Academy vision and Christian values of the Academy are clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision and values of the Academy in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate that reflects the vision and values of the Academy.
- Demonstrate and articulate high expectations and set ambitious, obtainable targets.
- Support the achievement, welfare, discipline, attendance and punctuality of all pupils in Key Stage 3 and 4.
- Have an overview of the curriculum offer and delivery across the Key Stages, monitoring progress of pupils and intervening in the learning process where a pupil is at risk of underperformance.
- Establish positive working relationships and partnerships with young people and their families.
- Review pupil progress and ensure appropriate action is taken to raise achievement, where necessary, of particular groups and individuals. Support the production of individual action plans and pastoral support plans, and their review. Support in the organisation of external and internal examinations.

- Manage an identified cohort of learners in need of extra support in mainstream and intervention classes, liaising with parents and ensuring progress.
- Support and oversee the internal isolation room.
- Support our internal alternative provision.
- Be flexible in your approach to your role, including being willing to work to support in mainstream lessons, lessons in the Inclusion Centre, in the Bungalow on-site alternative provision, and any other NCEA Secondary alternative environment.
- Maintain links with, refer to, and track the progress of pupils on alternative provisions, eg Choysez, PRU, Gust etc. Visit the pupils to provide quality assurance for the Academy in terms of placements used and track the outcomes of each learner.
- Report directly to the Assistant Principal [Behaviour and Engagement] on all intervention strategies used on the Josephine Butler Secondary Campus.
- Deliver interventions across identified faculties, liaising with and directing staff as necessary to improve outcomes for pupils.
- Support parents and treat them as partners in the education process who are regularly involved with, and informed of, their child's progress and any problems when they occur. Actively seek opportunities to bring parents into the Academy for positive events. Support in the preparation and execution of Parent Consultation Evenings and Mentoring events.
- Actively support the development of a community feel within the Academy, where pupils, parents and tutors feel fully involved, informed and supported. This may include leading meetings, activities, parent groups, mentoring and curriculum or coursework catch-up programmes.
- Effectively manage the behaviour of vulnerable pupils in order to prevent exclusion and disaffection from mainstream provision.
- Compile and submit monitoring reports to SLT as required, ensuring that each child has a personalised programme in place to meet identified need.
- To liaise with outside agencies as required, and ensure the swift and appropriate flow of information to relevant internal contacts.
- To actively support the behaviour management processes of the Academy, including participation in regular duties, such as welcome desks, on call, isolation, detention etc.
- To contribute to, complete, and update pupil welfare and progress documentation, including, but not limited to, EHAs, EHCPs, HUB and CP referrals.

- To participate in the life of the Academy and oversee extra-curricular activities, trips and visits where appropriate.
- To support the work of the Achievement Team, assisting the Principal in leading the secondary phase to achieve the highest standards and outcomes for pupils.
- To ensure smooth transition into and out of the Key stages.

Other responsibilities

Developing self and others

- To treat all people fairly, equitably and with dignity and respect in line with the Christian ethos of the Academy.
- To build a culture of collaboration within the Academy and actively engage with groups of colleagues to build an effective community.
- To acknowledge the responsibilities of others and celebrate the achievement of individuals and teams.
- To regularly review own practice, set personal targets and take responsibility for own personal development.

This job description will be reviewed regularly and will be subject to change in line with the Academy's changing needs or requirements.