

Ferryhill Business and Enterprise College



Job Title:	Enhanced Behaviour Support Assistant
Grade:	Grade 4
Hours:	Term Time – 33 ¾ hours p/week 07:30am – 14.45pm
Reporting to:	Business Manager - Overall Deputy Head Teacher and LSC Co-ordinator – Day to Day

Main Duties:

- To supervise and support students in the Isolation Unit
- To arrange work packages for students in the Isolation Unit or educated elsewhere (for example, long term absence)
- To support students being re-integrated back into school
- To supervise students on visits, trips and out of school visits as required
- To contribute to established links between home and school
- To maintain records of support and contribute to reviews of student progress
- To support students taking examinations and invigilating exams if required
- To work with subject teachers in classrooms, laboratories, workshops etc. to provide help to students as and when required
- To liaise with subject teachers to become familiar with schemes of work and the tasks expected from students in individual lessons
- To assist teachers in the preparation and management of teaching and learning materials used in the classroom and classroom/corridor displays
- Maintaining and updating classroom and corridor displays as required
- To work with individual students or small groups of students to provide specific help with aspects of learning e.g. literacy skills, behaviour etc.
- To attend relevant in-service training and participate in whole school training as appropriate
- To maintain and support with school standards on discipline and behaviour and to record incidents on SIMS Behaviour Management
- To support the administration of the lateness and the smoking policy.
- To work alongside the deputy head to develop a support mechanism for supporting students in class
- To provide daily organisational support to whole school after school detentions and support with the supervision of students on detention
- The post holder will supervise whole classes during the short term absence of teachers.
- Supervising work that has been set in accordance with the college policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment
- Responding to any questions from pupils about our processes and procedures

- Dealing with any immediate problems or emergencies according to the college's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate member of staff with the lesson feedback sheet completed
- Reporting back as appropriate using the college's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Supervision of pupil's out of college hours learning activities that fall within the normal hours of the post holder
- Assisting with the supervision of students during breakfast, break or lunchtimes
- Acting as a learning mentor to students
- Familiarity with the full range of college policies and procedures/strategies, particularly those regarding health and safety, child protection, behaviour management, equal opportunities, special educational needs and confidentiality, and undertaking training and development in all such areas as required
- Contribute to the overall ethos/work/aims of the college
- Attending meetings and liaising and communicating with colleagues in college, parents, outside agencies and other bodies as and when required
- As and when required, undertaking duties in connection with personal hygiene and welfare of pupils and where necessary as directed escorting pupils home
- Be an effective role model for the standards of behaviour expected by pupils
- Supervise whole classes during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.