



RAVENSWOOD

PRIMARY SCHOOL

Support Assistant - Behaviour Job Description

Directorate: Children's Services

Division: Ravenswood Primary School

Post Title: Support Assistant - Behaviour Job code: A4659

Evaluation: 417 points **Grade:** N4

Responsible to: Head Teacher

Responsible for: Behaviour support in school

Job Purpose: To assist the school in implementing the Behaviour Policy in school.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with disengaged students who may have welfare or behaviour issues.
2. To organise the monitoring of pupils in the Internal Exclusion Unit. This will mainly involve supervision of students withdrawn from lessons but may also include setting work and assisting students with their work.
3. To liaise with parents of students with behavioural issues. This will include contacting parents to explain when pupils have been removed from class, inviting parents in to school to discuss behaviour and supporting parents in dealing with behaviour outside school.
4. To work alone, with class teachers and with the Senior Leadership Team to investigate behaviour incidents and use the principles of conflict resolution to resolve incidents.
5. Providing in-class support for teachers when required.
6. Establish a working rapport with students and contribute to their personal development, focussing especially on pupils with behavioural issues and pupils who may develop such issues.



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7. Manage the school's CPOMS system. Use the system to record, monitor and report on student behaviour. Support staff in how best to use the system and attend update training on the system. Compile reports using the system to monitor general trends in behaviour across the school.
8. Contribute to whole-school reward and praise system.
9. To work alongside staff to develop an active playground at break times and lunchtime. This will include managing a group of Sports Leaders made up of pupils who will arrange and deliver sporting activities at these times.
10. To be trained in positive handling.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.