**Job Description**

Post title: Behaviour & Welfare Assistant

Grade: Grade D (SCP 5 - 7)

Reports to: Behaviour & Welfare Officer

**Job Purpose**

The post holder will:

* Support the school in addressing the needs of students who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to engage fully with learning in a mainstream context.

**Main Duties and Responsibilities**

**Support for Students**

* Support the school by taking a role in the delivery of behaviour interventions for students.
* Support with the supervision of students within the Behaviour Base.
* Provide pastoral support and guidance to selected students and assist in their behavioural, emotional & social development.
* Undertake comprehensive assessments of students to determine those in need of particular support and to target personalised interventions.
* Support, in conjunction with pastoral staff and the Behaviour Base Lead, with the development and implementation of Behaviour Improvement Plans (BIPs) for students.
* Establish productive working relationships with students.
* Deliver 1:1 and small group mentoring arrangements and provide support for students within the Behaviour Base.
* Support students with their reintegration back into school from suspension.
* Provide information and advice to enable students to make choices about their own behaviour.
* Challenge and motivate students within the Behaviour Base as well as promote and reinforce the Behaviour Curriculum.
* Support students with accessing their curriculum whilst in the Behaviour Base and completing high quality work.
* Support students and staff in a restorative process.
* Act as a first aider for the school and undertake the necessary training as and when required.

**Support for Teachers**

* Support in the delivery and implementation of appropriate behaviour intervention materials.
* Have a responsibility for the monitoring of, and responding to, systems relating to student behaviour.
* Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on behaviour, exclusions and making phone calls etc. for those students in the internal exclusion unit.

**Support for the Curriculum**

* Deliver agreed learning activities/teaching programmes, adjusting activities according to learner responses/needs.
* Utilise, the range of activities, courses, organisations and individuals to provide support for students to more effectively manage their behaviour.

**Contacts**

* Students - significant interactions with students in small groups and one-to one on a daily basis.
* Staff - regular contact with members of staff who work with students; as well as with members of the pastoral team including Heads of House and pastoral senior leaders.
* Parents - contact parents in order to liaise about conduct in the Behaviour Base, progress of BIPs or students’ return from suspension.

**Additional Information**

* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**April 2024**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1 | 5 GCSEs at Grade C or above or equivalent including Maths and English |  |  |
| **Experience** | E2 | Experience of working with children in an educational setting | D1 | Experience of supporting and engaging children and young  people |
| E3  E4 | Ability to show sensitivity and objectivity in dealing with  confidential issues  Ability to establish appropriate and effective nurturing  relationships with children and young people | D2 | Experience of developing efficient record keeping systems |
| **Skills** | E5  E6  E7  E8 | Good ICT skills  Good communication skills, both verbally and in writing  Excellent organisational skills  Ability to work well under pressure, manage time effectively, and prioritise workload |  |  |
| **Personal Attributes** | E9  E10 | Able to work as part of a team  Good work ethic and the ability to work on own initiative |  |  |
| **Special Requirements** | E11  E12 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E13  E14  E15 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |

**April 2024**