



Behaviour Support Officer

Job Description

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Responsible to: Senior Pastoral Leader

Grade: F, £25,409 - £27,852 pro rata to term time only, actual salary £21,671 - £23,754 per annum

Hours of Work: 37 hrs per week, 8.15 - 4.15 Monday - Thursday and 8.15 - 3.45 on Fridays, term time only. You may be required to work any time between 8:00am and 5:00pm (evening meetings, pupil drop off and training are in addition to this requirement).

Core Purpose

The Behaviour Support Officer will:

- Support the Senior Pastoral Leader in ensuring positive outcomes for all learners, high quality pastoral care and safeguarding of students accessing the BIS.
- Support students in achieving their full academic potential and to develop as well rounded citizens enabling them to progress to post 16 education or employment.
- Demonstrate the qualities expected of a member of staff within Whickham School playing a full part in the life of the school community; supporting the school mission and ethos and ensuring staff and pupils follow this example.
- Address behavioural issues positively and consistently, with a relentless focus on improvement.

Responsibilities

1. Build positive relationships with all pupils with an additional focus on disadvantaged pupils and their parents/carers where stakeholders are not engaging with the school through managing an identified case load of students (Yr7-11); building a relationship with identified pupils; maintaining good and regular communication with pastoral leaders and the parents/carers of identified students; establishing a positive and productive relationship with parents/carers based upon trust and transparency; visiting families at home; ensuring appropriate pastoral staff, achievement team and classroom teachers are aware of individual pupil circumstances; attending meetings between parent/carers and school staff.

2. Ensure all pupils who either display significant behavioural issues or regularly do not meet behavioural expectations are supported in addressing these issues by supporting the work of the Senior Pastoral Leader within Behavioural Inclusion Support (BIS); leading intervention with individuals and small groups, reporting and analysis of Yr7-11 behavioural data and information; seeking staff and pupil feedback; developing, leading and reviewing relevant improvement plans; providing honest and accurate feedback to pupils, parents or carers and staff; following up concerns in a timely manner; ensuring good communication of issues with Pastoral Leaders and other members of the pastoral team; ensuring detailed documentation of issues, support and impact; support pupils with their learning as directed by the child's teacher; liaise with teaching staff in planning and adjusting learning activities as appropriate; Help to plan and deliver the resources provided in Behaviour Inclusion Support following the BIS timetable; provide feedback to pupils in relation to academic and behaviour progress made whilst in BIS. Lead on the mentoring and implementation of intervention programmes for pupils with behaviour issues with direction from Senior Pastoral Leader.

3. Coordinate behaviour and wellbeing support of students by cooperating with staff and outside agencies to ensure pupils receive appropriate support; developing links with parents to ensure coordinated provision and exchange of information; developing pastoral support plans for individual pupils; ensuring staff use behaviour monitoring systems effectively; coordinating the rewards system for identified pupils; manage and supervise detentions.

4. Support the personal and social development of students through effective mentoring and guidance; effective use of assemblies; participation in enrichment events; providing support and guidance to tutors; supporting and contributing to the citizenship programme.

5. Remove barriers to learning of students through effective assessment of pupils' needs; communicating support requirements to relevant staff and agencies; using strategies to improve participation in school events; monitor the impact of support and adjust where necessary. This may include using school transport to drop off pupils following their placement in BIS when necessary.

6. Mentor and support students through regular communication with pupils, parents and carers; where appropriate refer pupils to external support agencies.

7. Provide day-to-day safeguarding for students through meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

8. Provide support for Pastoral Leaders to ensure all pupils are supported effectively in line with the roles and responsibilities of a Pastoral Leader.

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1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
 2. To carry out any reasonable request made by the Headteacher or line manager.
 3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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