

JOB DESCRIPTION

Post title: Behaviour and Welfare Officer
Academy: Beacon of Light School
Reporting to: Behaviour and Welfare Lead
Salary/Pay range: NJC SO1 (currently £33,366 - £35,235 FTE)
Hours of work: 37 hours per week, Term Time Only

JOB PURPOSE

The Behaviour and Welfare Officer will support the behaviour and welfare of students with social, emotional and behavioural difficulties to overcome identified barriers to learning so that they are fully included within the school community, able to access the curriculum and make progress.

Main duties & responsibilities:

Pastoral, Behaviour Support & Inclusion

- Work directly with Behaviour and Welfare Lead to monitor and improve pupil engagement and involvement in lessons.
- Provide support for students struggling to engage with classes and staff with the aim of advising on issues/strategies and/or directing students to appropriate support.
- Act as an effective role model for student behaviour.
- Track student behaviours and use data to track trends and devise solutions and interventions.
- Work with students on individual targets, and assist in developing individual behaviour support plans.
- Mediate between students/parents/external agencies where necessary.
- Provide learning support for students in class or in withdrawal situations, either 1:1 or small groups. Undertake reflective work with students with the aim of re-engagement in class.
- Develop knowledge of the particular needs of each student and seek advice from SENCo, class teacher and outside agencies as required.
- Support engagement and access to the full range of learning experiences both inside and outside the classroom.
- Help promote independent learning.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration.
- Build student confidence and enhance self-esteem. Motivate and encourage students to participate in activities they may be unsure of.
- Contribute to student progress, personal development and wellbeing of individual students
- Support students within social and pastoral time, being mindful of their individual needs.
- Maintain confidentiality and sensitivity to all students' needs but have regard to the safeguarding procedures of the school and Together for Children/SSCB.

Operational

- Meet and greet students each morning as they enter school and set a positive tone for the day ahead.
- Provide a physical presence on corridors during part of the school week.
- Monitor and report on students out of class.
- Provide rapid response to the staff using and having responsibility for the on-call system.
- Organise and maintain an inclusive learning environment both in the classroom and outside.
- Oversee daily rewards programme. Provide positive reinforcements, praise, etc.
- Contribute to student reports.
- Support implementation of school policies and procedures, including those relating to safeguarding, confidentiality, child protection and behaviour.

Communication

- Foster links between home and school. Liaise with parents/carers on behavioural issues linked with expectations and corrections.
- Provide clear written incident logs using ICT systems such as CPOMS/Class Charts.
- Alert appropriate staff to problems experienced by students.
- Provide regular feedback to staff in an appropriate and professional manner.

Other

- Attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with particular needs.
- Participate in relevant professional development as deemed appropriate for the needs of the students.
- Identify personal training needs and to attend appropriate internal and external in-service training.
- Carry out duties as directed by the Behaviour Lead and Senior Leadership Team.
- Actively promote the school's policies and procedures.
- Play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.

Safeguarding

- Ensure that all School child protection policies are adhered to and concerns are raised in accordance with school policies.

Health and Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Security and Data Protection

- Work within the confines of the General Data Protection Regulations 2018 and to take appropriate measures to ensure the security and confidentiality of data.

The work within the Beacon of Light School is unpredictable and subject to interruption. There is some risk of verbal abuse from students and parents as part of this role. Employees

are expected to be courteous to colleagues and provide a welcoming environment to visitors, guests and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.