

Post title: Behaviour support assistant (term time only)

Pay range: NJE Grade 3 (5-7) –

£23,500-£24,294 FTE, £20,124-£20,804 pro-rata

Line manager: Behaviour lead



Main purpose of the job

- To work across the wider school to support pupils, some with SEMHD, who may be at risk of exclusion
- To work collaboratively with others to plan, deliver and evaluate interventions where SEMHD is a barrier to learning
- To work in the classroom with the teacher, in 1:1 or small groups, and during withdrawal sessions, to support access to learning for pupils, and provide general support in the management of pupils in the classroom
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas, and consistently apply the school's agreed sanctions and rewards procedures
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



"A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity"
OFSTED MAY 2018

Duties and Responsibilities

Support for pupils

- Attend to the pupils' personal needs and implement related personal behaviour programmes, which could include behavioural, social, health, physical, hygiene, first aid, attendance and welfare matters
- Support pupils in improving the behaviour to secure better than expected progress, ensuring their safety and access to learning
- Support transition in and out of mainstream classes and devise packages to aid this
- Support students with exams and access arrangements.
- Assist with the development and implementation of student profiles and support plans
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently, as appropriate

Support for the teacher/line manager

- Be aware of pupil problems, progress and achievements, and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour and report difficulties
- Gather and report information for parents and carers, as directed
- Provide clerical and admin support e.g. photocopying, typing, filing, administering coursework

Support for the curriculum

- Support pupils to understand instructions
- Support pupils in learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher/line manager
- Support pupils in using basic ICT

Support for the school

- Be supportive and have an awareness of differences, and ensure all pupils have equal access to opportunities to learn and develop
- Attend relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school, and at lunchtimes
- Accompany staff and pupils on visits, trips and out of school activities



"Pupils choose from a wide range of extra-curricular activities, which develop their confidence, as well as the culture of aspiration within the school and the local community." OFSTED May 2018

Behaviour and safety

- Monitor and action staff on-calls and behaviour incidents, and feedback relevant information to the relevant staff
- Be a positive role model and demonstrate the positive attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Fulfil wider professional responsibilities

- Communicate effectively with parents and carers regarding pupils' achievements and wellbeing using school systems and processes
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Set a good example in terms of conduct, professional appearance, punctuality and attendance

Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search

Person Specification – Behaviour support assistant

	Essential	Desirable
Qualifications and Training		
Good general education, including GCSE maths and English, grade C or above	✓	
Qualification relating to working with children		✓
First aid training		✓
Experience		
A wide range of mentoring skills		✓
High quality communication with pupils of all abilities	✓	
Suitable experience in working with, and supporting the needs of, young people	✓	
Experience working in a school environment		✓
Use of ICT including Excel, Microsoft Office and Google workspace		✓
Experience of working with young people	✓	
Personal Qualities		
Highly motivated, self-reliant and well organised	✓	
High standards of professionalism, confidentiality and personal presentation, with an excellent record of attendance and punctuality	✓	
Co-operative and positive	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Willing to undertake additional duties as and when required to ensure the smooth running of the school	✓	
Skills and Knowledge		
Excellent interpersonal skills to ensure professional and supportive relationships and teamwork is developed	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to manage and direct own workload to meet deadlines, and maintain a good work/life balance	✓	
Good creative positive approach to solving challenges	✓	
Ability to manage pupil behaviour calmly, proactively and with the needs of the child in mind	✓	
Ability to liaise appropriately and effectively with staff, parents and other professionals to support student progress	✓	
Excellent communication skills	✓	
Understanding of the range of complex needs that young people may have accessing education, and a knowledge of a range of approaches to cater for different learning styles and barriers to learning	✓	
Awareness of safeguarding issues	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	