



## **KANTOR KING SOLOMON HIGH SCHOOL JOB DESCRIPTION – HTLA – Behaviour Support**

Scale Point: LBR 5

Hours of work: 36 hours per week, 44.26 weeks of the year

**Responsible to:** Inclusion Manager/SENCO

**Purpose of Job:**

- To will work as part of a team supporting the learning, behaviour and pastoral well-being of students. The post holder will provide practical support for individual students and work with the whole school to promote positive behaviour management

**Major Duties and Responsibilities:**

**Main duties and responsibilities**

**1. Behaviour Support to Students**

- a. To provide individual support or activities for students in danger of becoming disaffected or disengaged, in lessons, during break times, lunch times and on educational visits as appropriate.
- b. To work with individual students to raise awareness of appropriate behaviour and responses in the classroom and around school, providing them with feedback as to their progress.
- c. To manage challenging and extreme behaviour of individual students.
- d. To claim and diffuse difficult situations involving students.
- e. To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including at break and lunch time.

**2. Behaviour Improvement Activities**

- a. To work with Heads of Year and the Inclusion Manager in developing positive approaches with disaffected students as individuals or groups, in or outside of the classroom.
- b. To assist in taking statements for any students involved in an incident that requires further investigation.
- c. To work collaboratively with colleagues to support Rewards and Sanctions in line with relevant policies.
- d. To organise The Sanctuary, resources and daily documentation. This may at times involve obtaining work from teachers and returning it for assessment.
- e. To supervise and maintain clam and order within The Sanctuary in line with the school's behaviour policies. This will include break, lunch and tutorial times.
- f. To work as directed in classrooms and behaviour management areas with students excluded from or not working to a normal timetable.
- g. To organise resources, maintain supply and condition of resources and general upkeep of the departmental areas.
- h. To operate agreed learning activities and teaching programmes as directed.
- i. To attend relevant team meetings.
- j. To carry out administrative duties as directed.

### **3. Administration**

- a. To ensure the maintenance of accurate and up to date records for all students who attend The Sanctuary, including after school provision and provide feedback to the relevant people and teams.
- b. To assist the Assistant Headteacher in producing and monitoring reports and data relating to students attending at The Sanctuary.
- c. To work collaboratively with the Assistant Headteacher to analyse and report on behaviour and exclusion data.
- d. To carry out administrative duties as directed.

### **4. General**

- a. To undertake any other duties that may be required to assist in the smooth running of the wider school commensurate with the job grade.
- b. To attend First Aid training or any other relevant courses.
- c. To be aware of Health, Safety and Welfare matters and take personal responsibility for actions and inactions.

### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Redbridge. All employees are expected to understand and promote equality and diversity in the course of their work

### **Safeguarding Children**

This school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Senior Leadership Team.

Name:	Signature:
Date:	

This Job Description will be reviewed annually.

