



WOODBIDGE HIGH SCHOOL

Behaviour Support Officer

Line Manager – Leadership Team member with behaviour oversight

Scale: LBR 5 - 36 Hours Per Week/Term time only

Job Description

Main Duties

To support the school's behaviour strategy as part of the wider behaviour support team.

Duties and Responsibilities

1. Support students with behaviour in lessons and around the school
2. Support staff in dealing with challenging behaviour
3. Provide support with the lesson removal system (On Call) and supervise withdrawn students.
4. Undertake the supervision of detentions
5. Undertake supervision duties during the school day (additional payment for lunchtime duties).
6. To support the school's work to ensure good attendance and punctuality as required, including supporting with late gate and late detentions
7. Establish positive working relationships with vulnerable students and their families in order to support their needs within school.
8. Undertake mentoring, restorative meetings and conflict resolution as required.
9. Investigate incidents by taking statements, interviewing students and making recommendations to the Year Co-ordinators. Make contact with parents/carers as required.
10. Support Woodbridge staff in improving behaviour, attendance and progress by working with designated groups and individuals as required.
11. Support Exclusion Room Co-ordinator with supervision of the Focus Room and other related tasks
12. Support and assist the wider behaviour support team as directed and as required
13. Follow up safeguarding issues in line with school policies and procedures.
14. Establish working routines and maintain records/logs of casework and provide staff with requested information as required.
15. Attend meetings within school and externally as required.
16. Liaise with parents as required

Generic

17. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
 18. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
 19. To invigilate school examinations as required.
 20. To perform other such duties of a similar nature as from time to time may be required.
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Person Specification:

Essential (E) or Desirable (D) below

Experience:

- previous experience of working with students/staff in a mixed comprehensive school (E)

Skill, Knowledge and Abilities:

- high level of organisational skills (E)
- ability to form positive relationships with students, staff and parents/carers (E)
- possessing skills to communicate with challenging families (E)
- possessing competent ICT skills and familiarisation with SIMS/generic Microsoft applications (E)
- an attention to detail (E)
- high level of personal drive and energy (E)
- receptive to new ideas and change (E)

Education and Qualifications:

- A good standard of literacy and numeracy (E)
- Training in SIMS or equivalent Information Management Software (E)
- willingness to undertake appropriate professional development training (E)
- first aid qualification (training will be provided) (E)

Personal Attributes:

- willing to integrate into a team (E)
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- a friendly, co-operative approach to parents, pupils and staff (E)
- willing to work flexibly in terms of job roles and responsibilities (E)
- promotes and gives a positive image of the school (E)