****

**Behaviour Support Officer – On Call**

**Job Description**

|  |  |
| --- | --- |
| **Salary scale:** | Scale 4, SCP 11 – 14: FTE £26,296 - £28,082 – Actual: £23,011 - £24,573 |
| **Hours:** | Term Time Only + 5 Inset Days, 37 hours per week (08:15am – 4.15pm Mon-Thurs, 3.45pm Fri) |
| **Permanent / Temporary:** | Permanent (TTO) |
| **Responsible to:** | Behaviour Manager |
| **Job purpose:** | The purpose of the Behaviour Support Officer, is to work as a member of the school’s pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that every pupil achieves their potential through the provision of targeted support and intervention.  The Behaviour Support Officer – On Call will be line managed by the Behaviour Manager and will work closely with the Heads of Years under the designated school pastoral system.  The primary responsibility will be to respond to class warnings, supporting pupils in regulating their behaviour and to help them remain in lessons. The role will also include duties during lesson changeovers, as well as before and after school. |

**Key Responsibilities**

**Main Duties**

* Respond promptly to class warnings to support pupils in regulating their behaviour and remaining in lessons.
* Assist pupils in making positive choices that enable them to engage with learning.
* Carry out duties during lesson changeovers to help ensure smooth transitions around the school.
* Undertake morning and after-school duties as directed.
* Work collaboratively with teaching and pastoral staff to maintain high standards of behaviour and conduct.
* Providing behaviour intervention support, through mentoring and coaching as required.
* Supporting pupils to reflect on their behaviour and make achievable commitments to improvement.
* Support and assist the wider behaviour support team as directed and as required
* Follow up on safeguarding issues in line with school policies and procedures.
* Establish working routines and maintain records/logs of casework and provide staff with requested information as required.
* Attend meetings within school and externally as required.
* Liaise with parents/carers and external agencies as required

**Generic**

* To ensure compliance with the school’s Health and Safety Policy, personally contributing to an

environment that welcomes diversity and respects individuals.

* To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
* To perform other such duties of a similar nature as from time to time may be required.

**Support Staff**

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

**Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 3 core values:

* **We Care**
* **We Challenge**
* **We Commit**

To support the academy and to your own success, we expect the following from the whole team:

* a commitment to the protection and safeguarding of children and young people;
* the ability to work as part of a developing team
* the ability to demonstrate a caring attitude to pupils and colleagues
* appropriate qualifications/or experience to competently carry out your role
* a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

**Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

**Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

**PERSON SPECIFICATION**

**Behaviour Support Officer – On Call**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Assessed by |
| Education, Qualifications, Training and Experience | * A good standard of literacy and numeracy. Grade C / 4 Maths & English GCSE * Training in SIMS or equivalent MIS system | * Willingness to undertake further training | Application |
| Skills and  Abilities | * Experience of working with children/young people * Developing and maintaining positive working relationships with a range of pupils in order to provide guidance and support. * A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process. * Possess competent ICT skills and familiarisation with SIMS/generic Microsoft applications * Experience of dealing with behaviour issues in an academic environment * Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner * High level of personal drive and energy * Receptive to new ideas and change * High level of organisational skills |  | Application  Interview |
| Personal Attributes | * Experience of working as part of a team * Able to use own initiative to deal with situations as they arise, acting in line with school policies and instruction * 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 |  |  |
| Other | * Commitment to equal opportunities * A willingness to undertake additional training, keep up to date with developments |  | Application  Interview |