



Job Description

Job Title	Behaviour Team Support Officer
Grade	Scale 6 pt 26 - 28
Hours	36 hours per week 45.6 weeks per year
Responsible to:	Inclusion Manager
Responsible for:	No one

Job Purpose

To support teachers and focus on resolving issues where pupils are disrupting teaching and learning and ensure the day to day running of the Internal Exclusion Unit as per the Behaviour Policy. This role also involves touring the school and addressing live issues where learning is being disrupted; de-escalating conflict and supporting teaching staff. A key objective will be to reduce the number of internal and external exclusions.

Main Responsibilities

Specialist area: - IEU/ Reflection room:

- Ensure the On Call and IEU system of the School is effective and communicated with relevant staff
- Walk the School to support the maintenance of the good order of the School
- Address live issues where learning is being disrupted or investigate where incidents have occurred.
- Oversee the Internal Exclusion Room and have responsibility for the environment, the delivered curriculum and tracking usage.
- Reporting to SLT and The Inclusion Manager on patterns of usage and providing HOYs and HODs with relevant data to ensure the intervention room is effective.
- Examine data related to behaviour (i.e. SIMs points, IEU Room figures and exclusions) as well as provision mapping to adapt provision accordingly as well as feeding into whole school reporting systems such as the school SEF and Governing Body Meetings

- Produce weekly reports for the behaviour data and suggest further support and actions required, including issuing reports and setting up meetings with parents.
- Provide behaviour data for the weekly referrals
- Organise targeted intervention for pupils and communicate regularly with parents
- Support staff when required with restorative conversations and ensure all restorative conversations occur.
- Monitor phone calls home have occurred for those referred to IEU or interventions.
- Lead detentions for IEU or whole school
- Ensuring all staff attend restorative and ensuring and logging that all phone calls have occurred from referring staff.

OAK provision:

- Deliver various intervention programmes for selected pupils that have been identified through the behaviour system or referral meetings.
- Liaise with outside agencies/ provision to bring in workshops to support needs of pupils.
- Work alongside the inclusion Manger to ensure respite provision is set up for Heathcote and referring schools.

Supporting teaching and learning

- Walk around the school and be part of the on-call rota addressing live issues where learning is being disrupted.
- Be part of the on-call rota ensuring learning and teaching is not disrupted
- Investigate where pupils are missing lessons and report outcomes to relevant staff.
- Record any issues dealt with or where intervention was needed
- Ensure appropriate follow up takes place after any incident.
- Work with pupils to de-escalate and resolve conflict.
- Provide a restorative justice approach to resolving incidents.
- Investigate incidents and pass information to HOYs, HODs and SLT as required.
- Take a proactive role in and around the school to anticipate difficulties and take action to avoid incidents e.g. tackle poor corridor behaviour and supervise lesson changeovers.
- Work with teachers and negotiate with pupils to establish appropriate behaviour for learning.
- Liaise with the Inclusion Manager to consider strategies to reduce referral to the IEU and to ensure accurate intervention is given.
- Supervise the IEU as per rota and ensure all relevant procedures are followed with regards to paperwork etc.

Supporting pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Encourage pupils to reflect on their behaviour and find strategies to work through a challenging situation

- Consistently support pupils whilst recognising and responding to their individual needs.
- Mentor a small number of pupils to support them with challenging behaviour ensuring input is monitored, evaluated and reviewed. Through a series of intervention programmes and follow up.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Provide feedback to pupils in relation to progress and achievement.
- Assist with the supervision pupils at break and lunchtime in the OAK
- Intervene where necessary to ensure that pupils play and work together positively and co-operatively and encourage good behaviour.
- Support with behaviour CPD when necessary.
- Promote values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the school and participate in feedback sessions/meetings with parents or as appropriate.
- Act as a key worker for allocated pupils monitoring their progress and day to day issues.
- Write MASH and EH referrals when required.
- Supporting inclusion Manger by attending and co-ordinating relevant paperwork.
- Building relationships with the community and ensuring exemplary behaviour from our pupils outside the school.
- Occasionally assisting with First Aid for pupils.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. to play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same
2. to actively support the school's school improvement priorities
3. to adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. To provide cover for any member of the administration team in accordance with school priorities
7. To participate in appraisal reviews, in line with school policy.
8. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
9. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
10. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.

To adhere to the Whistleblowing Policy

Name of post holder

Signature

Date