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| **Job Title:** | Behaviour Support Worker |
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| **Grade:** |  |
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| **Hours of Work:** | 37 hours per week, term time only |
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| **Job Purpose:** | To supervise and administrate the Removal Room for students who have temporarily been withdrawn from class due to disruption in lessons.  To analyse behaviour trends and communicate these with key members of staff.  To provide pastoral support to Progress Leaders including the investigation of behavioural incidents. |
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| **Responsibilities:** |  |
| **Supervision of the Removal Room**   * To supervise students who are in the Removal Room. * To take ownership of the Removal Room and ensure it operates at a high effective level with calm authority, good judgement, clear communication and emotional intelligence. * To provide motivation, challenge and firm boundaries in order to ensure a calm and silent working environment. * To support students with their reflective and restorative thinking with a focus on improving their behaviour for learning. * To organise restorative work for students to complete whilst students are in the Removal Room. * 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.   **Communication and Administration of the Removal Room**   * To communicate with parents of students in the Removal Room. * To ensure that the Removal Room procedures are adhered to and the room is well maintained, clear and tidy. * To communicate with parents of students about positive/negative behaviour of students in the Removal Room where necessary. * To keep staff updated informed with regards to students accessing the removal room. * Make contributions to inclusion team meetings giving strategies for improvement for individual students and/or for supervision of the Removal Room.   **Analysis of data**   * To use software/spreadsheets to analyse and record behaviour trends and communicate these with students, leaders of learning, progress leaders and senior leaders. * To manage the administration of records for the Removal Room and to ensure members of staff have filed any necessary reports on time.   **Providing Progress Leader Support**   * To help Progress Leaders in investigating behavioural incidents by taking student statements, liaising with relevant members of staff and reviewing CCTV footage on request.   The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. | |

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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** |  | * Applicants must have GCSE (or O Level) at Grade C/Level 5 or above in Maths and English. * Behaviour management qualifications and/or training. | Application Form |
| **2. Experience** | * Experience of managing quiet and calm and/or challenging environments. | * Previous experience of working with secondary school aged students 11+. * Previous experience of working with students with behavioural difficulties. * Experience of leading restorative work with young people. | Application Form  Interview |
| **3. Skills** | * A firm, calm approach when working with young people. * Good oral and written communication skills. * Ability to use ICT effectively and the capacity to learn The Becket School systems. * Ability to use initiative when required. * Excellent organisation skills. * Attention to detail. |  | Application Form |
| **4. Knowledge** |  | * Understanding of factors (e.g. Adverse Childhood Experiences - ACEs) likely to impact on pupils’ behaviour and well-being. * Knowledge of Safeguarding Policies and Procedures. | Interview  Task |
| **5.Management** | * Able to manage own workload and be organised. |  | Interview  Task |
| **6. Aptitude and Personal qualities** | * The belief that we should have high behavioural and academic expectations of students regardless of their background, circumstances or ability. * The belief that clear, fair and firm boundaries is what children need to become better people and grow into responsible and respectful adults. * The belief that a culture of high expectations is central to maximising the life chances of students. * The commitment to the inclusive Catholic ethos of the school. * The postholder will supervise the Removal Room for significant periods so the ability to be able to work alone is essential. * Commitment to safeguarding young people. * The capacity to lead by example. * Enthusiastic, positive, resilient and authoritative. |  | Application  Interview  Task |