



Emerson Park Academy

JOB DESCRIPTION

Job title: Behaviour Support Officer

Reports to: Assistant Head Teacher

Grade: Scale 3 Points 5 - 6

Staff managed (if any): None

Job Purpose and Context

- To deliver behaviour support across the school, working as part of the Pastoral Team.

Roles and Responsibilities

1. To support the 'on call' process by being present on corridors and supporting pupil transition around the school.
2. To support investigations, as requested, into breaches of the Behaviour Policy by pupils, collating statements and liaising with staff.
3. To communicate directly with parents/carers as appropriate regarding pupil attitudes, behaviour and progress.
4. To facilitate restorative meetings with pupils and staff where appropriate.
5. Provide a visible presence in the school and provide a good role model for pupils.
6. To provide support to pupils in securing positive behaviour and excellent attitudes to learning.
7. To uphold the high aspirations and expectations of the school and support other staff in doing so.
8. To support the attendance and management of pupils at after-school detentions, as required.
9. To support the isolation room, as required, whilst establishing productive working relationships with pupils and setting high expectations.
10. To support the Assistant Head Teacher responsible for behaviour with administrative tasks.
11. To engage with appropriate training opportunities to promote professional effectiveness in this role.
12. Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the safeguarding team.
13. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate workplace.
14. Comply with any reasonable request from a manager/supervisor to undertake work of a similar level that is not specified in this job description.



Emerson Park Academy

Person Specification – Behaviour Support Officer

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently.	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and young people	√		Application & interview
The ability to successfully promote relevant policies	√		Application & interview
The ability to apply ICT skills to the needs of the job	√		Interview
Ability to demonstrate respect for students and be able to listen to their views	√		Application & interview
Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school	√		Application & interview
Ability to mediate, arbitrate and negotiate in appropriate circumstances	√		Application & interview
Ability to communicate effectively with different audiences, orally and in writing	√		Application & interview
Ability to successfully build teams, motivate others, contribute to staff development, delegate, manage time, chair meetings.	√		Application & interview
Ability to deal effectively with behaviour management issues	√		Application & interview
Knowledge			
An understanding of health, safety and security issues and relevant legislation affecting schools		√	Application & Interview
A background understanding of the relevant aspects of "Every Child Matters" requirements/issues	√		Application & interview
Qualifications and Experience			
Willingness to successfully complete the range of training relevant to the job	√		Application & Interview
Relevant experience of working with pupils.	√		Application & Interview
GCSE at level A – C in English and mathematics or equivalent	√		Application