

Job Description: Behaviour Support Assistant

Salary H4

Responsible to the Deputy Headteacher

1. Professional Responsibilities:

- To lead and manage the school's internal exclusion system, including supervising the RESET Programme as required for a small number of students;
- To be responsible and accountable for the school's centralised detention and behaviour systems; to manage and co-ordinate the day-to-day functioning and development of this provision to contribute to the school's ethos of excellent behaviour for learning;
- To carry out such other associated duties as are reasonably assigned by the Headteacher/Senior Leadership Team.

2. Applicable Contract Terms and Duties:

- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

3. Relationships:

- The post holder is responsible and accountable to the Deputy Headteacher;
- The post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our ethos of excellent behaviour for learning and teaching and learning at The Highfield School.

4. Particular Responsibilities

- To lead and manage the school's internal exclusion system, including supervising the RESET Programme as required for a small number of students;
- To lead on 1:1 with identified students to promote positive behavioural change and to support their reintegration back into lessons;
- Lead on restorative conversations where appropriate with specific students;
- To support restorative student / teacher meetings where appropriate;

- To communicate as and when required with school staff and parents to discuss student's behaviour and restorative programmes;
- Set clear and high expectations and boundaries for students in line with the school's behaviour for learning policy. Demonstrate a consistent approach to create and sustain a controlled, orderly environment;
- Provide work to students in a set structure every day;
- Liaise with teaching staff for subject specific work;
- To lead and manage the school's centralised detention system;
- Send communications home regarding the issuing of sanctions;
- Produce weekly reports for the Deputy Headteacher;
- To complete pastoral administrative tasks, as outlined by Deputy Headteacher;
- To carry out any other reasonable duties as may from time to time be requested by the Headteacher and Deputy Headteacher/s.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.