

Behaviour Support Supervisor

JOB DESCRIPTION

Reporting to: Assistant Headteacher, Character and Ethos

Key Purpose of Role

- To effectively supervise and ensure the consistent operation of the Isolation Room and Isolation processes, exercising interpersonal skills to ensure the appropriate behaviour of students involved.
- To improve the behaviour of students by providing a proactive approach and immediate response to any behavioural issues.
- To support excellent behaviour of all students by co-ordinating the detention provision.
- To provide appropriate pastoral support to all students, including delivering interventions and effective restorative approaches where appropriate.

Duties and Responsibilities

- To ensure the effective operation of the Isolation Room, with direct responsibility for the behaviour and well-being of students placed in isolation.
- To maintain appropriate standards of student behaviour in the isolation room in accordance with school policy.
- To ensure that the Isolation Room procedures are adhered to and the environment is maintained to a good standard.
- To ensure that students within the isolation room continue to learn effectively by completing their set work in accordance with their learning and progress.
- To arrange for resources to support learning and oversee the appropriate use of learning resources and ICT.
- To co-ordinate and manage detentions (detentions will be sat by Leaders) in accordance to the school policy
- To co-ordinate Parental contact and communication regarding detentions
- To field and direct concerns from stakeholders regarding detentions
- To plan an exit strategy and monitor identified students following their return to classes from the isolation room.
- To maintain the behaviour management monitoring of students on SIMS and provide individual reports when requested.
- To contribute to the implementation and monitoring of behaviour management systems to ensure that effective learning can take place and barriers to learning are removed.
- To maintain records of all completion in line with school policy.
To contact parents and carers or members of the public in relation to student behaviour, both in school and the wider community as required.
- Be committed to one's own professional improvement.
- Such other duties/responsibilities as may from time to time be reasonably required

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable.*

Hours: 37 per week. (Monday to Thursday 8.00 a.m. to 4.00 p.m. and Friday 8.00 a.m. to 3.30 p.m.). Term-time plus two INSET days in September.

Grade: 8, point 18 - 23



Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust (“the Trust) and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

PERSON SPECIFICATION

Qualifications		Essential	Desirable
1.	Educated to GCSE level standard or equivalent	✓	
2.	A relevant degree, NVQ 2 or appropriate level of experience of operating in the classroom environment		✓

Experience		Essential	Desirable
3.	Experience of working with external partners, maintaining positive relationships	✓	
4.	Experience of working in a school environment		✓
5.	Experience of successfully carrying out a behaviour support/restorative role	✓	
6.	Experience of managing and supporting student behaviour	✓	

Knowledge		Essential	Desirable
7.	School systems and an understanding of the issues affecting truancy and non-school attendance	✓	
8.	Knowledge of using SIMS or equivalent school administration system		✓
9.	Demonstrate and understanding of issues linked to confidentiality	✓	
10.	Full understanding of relevant policies/codes of practice and awareness of relevant legislation	✓	
11.	Understanding classroom roles and responsibilities and your own position within these	✓	
12.	Knowledge of ICT including Microsoft Office and Excel/Google platforms	✓	

Skills		Essential	Desirable
13.	The ability to have patience, resilience, tolerance and a general understanding of the difficulties that young people may encounter with their school and home life	✓	
14.	Ability to communicate effectively both orally and in writing especially with student's parents, school staff, EWS, social workers and other professionals	✓	
15.	Ability to relate well to children and adults	✓	
16.	Ability to use IT systems effectively to produce and present reports, record information and monitor outcomes for individuals and groups	✓	
17.	Ability to persuade and negotiate as well as good interpersonal/communication skills	✓	
18.	Able to use own initiative and work alone when necessary	✓	
19.	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	



20.	Ability to overcome communication barriers with children and students	✓	
21.	Ability to listen effectively	✓	
22.	Ability to maintain accurate and up to date records	✓	
23.	Ability to meet tight deadlines and plan and manage own time effectively	✓	
24.	Demonstrate an ability to cope with stressful/conflict situations	✓	
25.	Ability to input, analyse and interpret data	✓	
26.	Ability to work constructively as part of a team	✓	
27.	Excellent interpersonal skills	✓	
28.	Ability to remain calm and professional at all times	✓	