

JOB DESCRIPTION	
Post Title: Behaviour Support Co-ordinator	Grade: Scale: PO1 35 HPW Term Time + 2 (41 weeks per year) (start and end times to be agreed with LM)
Department Support Staff (Student Facing)	Responsible to: Director of Learning Responsible for: Behaviour Support Assistant
Role Summary: <ul style="list-style-type: none"> • To support the Leadership Team to establish effective strategies in all areas of pastoral care. • To implement the behaviour for learning policy • To develop and implement long-term behaviour plans that will guide staff to support students to overcome barriers to learning and maximise the opportunities provided for them. • To plan early intervention programmes to support the behaviour and wellbeing of targeted students • To provide support to all students in enabling them to achieve their potential both academically and socially. • To support the school's commitment to fully engage students at risk of exclusion. • To support the raising of attainment of targeted groups of students • To ensure the effective running of the school's pastoral support centre (PSC) 	

DUTIES & RESPONSIBILITIES

- To oversee the Pastoral Support Centre (PSC)
- To lead on the delivery of a programme to support students at risk of exclusion
- To liaise with the pastoral and inclusion teams on a daily basis
- To model the school behaviour policy expectations in the PSC and across the school
- To contribute to Pupil Support Plans in partnership with inclusion and pastoral teams
- To oversee the logistics of the Internal Exclusion Room
- To facilitate internal exclusions when required
- To attend re-integration meetings following external exclusions
- To liaise with class teams and ensure agreed actions are being implemented by all staff involved with the student
- To analyse incidents on SIMS to identify students causing concern for early intervention
- To ensure students in the PSC receive an appropriate education and make progress
- To monitor behaviour, emotional and social issues within all year groups and make positive interventions when necessary
- To identify personal issues that are affecting students' performance and share this information with relevant staff
- To ensure records for the PSC are kept up-to-date and analysed for stakeholder reports
- To coordinate a programme of academic and therapeutic interventions to ensure vulnerable students make appropriate progress
- To liaise with the senior lead on behavioural analysis and interventions.
- To update the senior lead on actions regarding targeted students
- To support students responding to significant behavioural events
- To empower classroom staff working directly with students
- To offer strategies supported by pastoral and inclusion teams

- To lead on creating and implementing Behaviour Support Plans
- To observe classroom practice and suggest improvements
- To ensure that students follow the school's high expectations, in and out of the classroom
- To complete EHAs as necessary
- To be the Key Worker for identified students
- To organise and deliver group sessions for vulnerable students and monitor their impact
- To participate in the transition processes and procedures from key stages and year groups
- To establish and maintain positive relationships with parents, including organising and supporting in parent meetings
- To participate in the review, development and management of activities relating to the pastoral functions of the school
- To follow agreed policies for communications in the school
- To attend reflective practice meetings with supervisor
- To communicate effectively with all stakeholders and agencies
- To take part in activities such as Open Evenings, Parents' Evenings and liaison events (to be agreed with the LM)
- To be responsible for the Behaviour Support Assistant ensuring that a weekly timetable is in place and regular line management meetings are scheduled.
- To organise and accompany students to offsite/organise special interest events
- To support site supervision as directed and undertake lunch duties.
- To attend student focused meetings (e.g TAC, YIM) and prepare reports as needed
- To lead the induction, monitoring and transition of students to the pastoral support base.
- To keep up-to-date with specialist behaviour training and approaches
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
 - Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
 - Ensuring comprehensive procedures notes are compiled for key tasks.
 - Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Headteacher

Person Specification for the Post of Behaviour Support Coordinator		Ess	Des	Evi
Knowledge	<ol style="list-style-type: none"> 1. A basic understanding of the education system and a willingness to learn 2. Ability to implement routines to establish good behaviour management within school 			
Qualifications and experience	<ol style="list-style-type: none"> 1.NVQ II or equivalent 2.GCSE A*-C English and Maths 3.Qualified first aider or willing to undertake training 3. Excellent IT skills including Word, EXCEL, email and the internet. 4. Highly developed organisational skills. 5. Experience in the use of electronic data transmission. 6. A wide ranging experience of leading and managing a group of staff in a pressurised environment with competing and rapidly changing priorities. 7. Experience of co-ordinating and delegating the work of a team. <ol style="list-style-type: none"> 1.Experience of pastoral management and work with students with challenging behaviour 2.Experience of work within an education setting <ol style="list-style-type: none"> 3. Experience of driving and advising on best practice in relation to positive behaviour support 4. Experience of working effectively and networking, with a range of support services with an ability to draw upon a range of support, information, opportunities and guidance 			
Skills, Knowledge and aptitudes	<p>The ability to work independently and as part of a team.</p> <p>Ability to communicate effectively groups of students, teachers, parents and o</p> <ol style="list-style-type: none"> 1. members of staff 3. The ability to establish and maintain effective working relationships with teachers and other members of staff. 5. The ability to keep accurate 			

	<p>written records</p> <ol style="list-style-type: none"> 6. A willingness to undertake training to ensure that the roles are effectively carried out. 7. A commitment to the LA's Equal Opportunities Policy. 8. A commitment to ensuring every student achieves his or her very best. 9. Effective communication skills, verbal and written 10. Ability to mediate, negotiate and problem solve 11. Good organisational skills 12. Ability to deal with complex and challenging behaviour 13. Ability to demonstrate empathy 14. Good IT skills 15. Ability to lead and coordinate effectively 			
Engaging With Others	<ol style="list-style-type: none"> 1. Excellent interpersonal skills and communication skills to deal with staff, pupils, borough staff, Governors and outside agencies, including the ability to promote the image of the school. 2. An understanding of the necessity for maintaining strict confidentiality, where appropriate. 			
Valuing Diversity	<p>Experience, or empathy with, working with young</p> <ol style="list-style-type: none"> 1. people in a multicultural environment 			
Learning Effectively	<ol style="list-style-type: none"> 1. IT literate and willing to undertake further training as required. 2. A commitment to continuous professional development. 			

Other	1. A satisfactory Enhanced DBS disclosure			
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