

Job Title:	Behaviour Support Officer - Impact		
Base:	Fulwood Academy, Black Bull Lane, Fulwood, Preston		
Reports to:	Vice Principal	Grade:	4, SCP 11-14
Staff Responsibility for:		Salary:	£24,231 to £25,961 per annum Pro-rata: £21,203 to £22,717
		Term:	Fixed Term (Mat Cover) 37 hrs per week Term Time + 5 days
Additional:	As assigned.		

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Establish productive working relationships with pupils, acting as a role model.
2. Promote excellent attendance and positive behaviour.
3. Provide support for distressed pupils.
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
5. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
6. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
7. Work with pupils on individual targets set by teaching staff.
8. Challenge and motivate pupils, promote and reinforce self-esteem.
9. Provide feedback to pupils in relation to behaviour, attendance etc.
10. Be an active presence around the building, challenging any pupils out of lessons.
11. Support pupils access to learning using appropriate strategies, resources etc.
12. Support in keeping and updating of records as agreed with other staff.
13. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategic Direction and Development of the School

- 1.1 To ensure and deliver effective pastoral support so that individual pupils and groups of pupils are supported to actively participate in learning and reach their full potential.
- 1.2 To support the transition of pupils at their various points throughout their time at the Trust.
- 1.3 To provide support for internal intervention programmes as required.

2 Support Learning and Teaching

- 2.1 Contribute to coaching, mentoring and sharing good practice, within the pastoral and inclusion team, throughout the Trust.
- 2.2 Support the Trust's drive for excellence academic results by ensuring pupils needing intervention receive support, encouragement and guidance as appropriate and necessary to raise individual pupil achievement and aspirations.

3 Developing Self and Others

- 3.1 Build capacity and nurture leadership capabilities within pupils.
- 3.2 Ensure all CPD and Safeguarding training is up to date and relevant.
- 3.3 Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.

4 Securing Accountability

- 4.1 Supporting all safeguarding needs and liaise with the inclusion team on a daily basis.
- 4.2 Provide data in line with whole school and individual pupil targets.
- 4.3 Analyse pupil data and contribute to planning appropriate interventions and monitor their impact.
- 4.4 Contribute to individual risk assessment when required.
- 4.5 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.6 Provide visible presence around the school's grounds and within the building to ensure pupils, staff and visitors are in a safe and secure environment.

5 Strengthening the Community

- 5.1 Contribute to stakeholder engagement and communication with parents, carers and families across year groups.
- 5.2 Work effectively in partnership with all stakeholders.

- 5.3 Be a professional advocate for the academy in all contexts.
- 5.4 Supervise pupils on visits, trips and out of school activities as required.
- 5.5 Implement planned supervision of pupils out of school hours.

6 Other Responsibilities

- 6.1 Comply with policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 6.2 Assist with the organisation of multi-agency meetings as required.
- 6.3 Support the delivery of enrichment activities and trips including accompanying and supervising pupils as needed.
- 6.4 Ensure effective communication of all safeguarding information training.
- 6.5 Champion the Academy Values of 'We Care, We Challenge, We Commit'.
- 6.6 Contribute to the wider life of the Trust and the Academy.
- 6.7 Carry out any such duties as may be reasonably required by the Trust.
- 6.8 Act as First Aider as required.
- 6.9 Actively promote the ethos of the school within the day to day activities, including taking part in lunch and/or break duties.

7 Records Management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Fulwood Academy. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Fulwood Academy Contract'.

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSE including English and Maths at Grades 9 - 5	E	✓	
2.	Evidence of Continuous Professional Development.	E	✓	✓
EXPERIENCE				
3.	Working with young people in an education setting	E	✓	✓
4.	Providing pastoral support within an education setting	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Ability to maintain positive relationships with pupils and other adults.	E	✓	✓
6.	Ability to speak in front of large groups of pupils and small groups of staff.	E	✓	✓
7.	Ability to work effectively and sensitively with a range of groups and individuals.	E	✓	✓
8.	Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.	E	✓	✓
9.	Ability to work unsupervised, use own initiative and make appropriate decisions.	E	✓	✓
10.	Ability to address sensitive matters with a caring approach and appropriate confidentiality.	E	✓	✓
11.	Strong verbal and written communication skills.	E	✓	✓
12.	Ability to converse in a number of additional community languages.	D	✓	✓
13.	Ability to use ICT confidently to communicate, review data and present information to others.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
PERSONAL QUALITIES				
14.	Commitment to working flexibly before and after school hours as required to promote the welfare of learners	E	✓	✓
15.	Highly organised, literate and articulate.	E	✓	✓
16.	A passionate belief in the school's mission statement.	E	✓	✓
17.	A strong belief in the value of education in developing citizens.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	A strong commitment to the personal, spiritual, social and health development of young people.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'We always try our Personal Best and accept No Excuses'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Trust'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Excellence'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Manners'.	E	✓	✓
27.	Commitment to support Fulwood Academy's agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Dunstone Education Trust and ethos of the Establishment.	E	✓	✓