

The Bemrose School

Behaviour, Attendance and Inclusion Officer – Scale 5

Job Description

Weekly hours 37

Weeks p.a. 39

Lunch break A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by Care & Guidance Team Leader/DSL

Key Generic Purpose

The post holder will:

- Work with individual students whose behaviour is proving to be a barrier to their learning
- Work with pupils around their regulation
- Work with staff, parents, carers and outside agencies as appropriate
- Support students in their reintegration into mainstream school
- Supervise and support students on their work in the Behaviour Support Room
- Organise the collection of work for students who are to work in the seclusion room
- Monitor the progress of students in the seclusion room
- Liaise with the Care & Guidance Team Leader and Leadership Team
- Keep records on students referred to the Behaviour Support Room
- Work with students individually as appropriate in lessons and when withdrawn
- Promote and safeguard the welfare of children.

Job Description

1. Act in accordance with school policies and procedures and relevant legislation particularly, in relation to child protection and behaviour management
2. Participate with other team members in the development, planning, implementation and evaluation of learning programmes from individuals and groups of students
3. Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy
4. Monitor and contribute to the assessment and recording of students development and be involved in sharing this information
5. Attend student reviews as appropriate
6. Maintain and develop good working relationships with parents and carers
7. Give general support to school activities
8. Work as part of a flexible and supportive team to promote the ethos of the school
9. Undertake relevant training to enhance personal development, and use the knowledge to benefit the school
10. Attend meetings related to the Behaviour Support Room.