



JOB DESCRIPTION

Behaviour Support Assistant (Part time)

Report to: Assistant Head in charge of Pastoral Care

Responsible for:

- Managing the Refocus room each day
- Overseeing and organising centralised Resets (detentions)
- Supporting all staff with monitoring and always enforcing positive behaviour from all students

Liaising with:

Behaviour Support Lead, Head of Pastoral Care, Heads of Year, Senior Leadership Team, Learning Support team, all staff, parents, and external agencies when deemed necessary.

Key responsibilities:

- To manage and coordinate the day-to-day function and development of the Refocus room. The Refocus room houses students who have behaved poorly in class and have disrupted the learning of others; it is used for the purpose of isolation and personal reflection.
- To ensure that students complete the appropriate work and tasks whilst in the Refocus room.
- To maintain records, undertake daily administration and use the appropriate reporting systems (i.e., SIMs).
- To be responsible for the safety and behaviour of students who are placed in the Refocus room and to ensure that students always abide by the rules of the Refocus room.
- To create and maintain an ethos in the Refocus room which is conducive to the aims and values of WPSfG.
- To supervise the students in the Refocus room at break and lunch times.
- To assist with evaluation to improve systems and procedures of the Refocus room and Reset systems.
- To coordinate and supervise daily after school Resets.
- Liaise with the Behaviour Support Lead and take direction from them, as well as ensuring a smooth handover of information for non-contracted days

- Establish and maintain good working relationships with colleagues, students, parents and external contacts.
- In dealing with members of the school's community, to be mindful, at all times, of school policies and procedures and the Equal Opportunities policies.
- Undertake other duties (commensurate with the level of responsibility) as may be required by the Head Teacher or Senior Leadership Team.



Must have:

- The post holder will be the often be sole supervisor of the Refocus room so the ability to work alone for periods of time is essential.
- Must be able to work in collaboration with a team.
- The ability to contribute to and maintain the overall ethos, work and aims of the school.
- Have a flexible approach to all duties undertaken.
- Must be able to prioritise work, act on own initiative and work under pressure.
- Must have good inter-personal, organisational, and administrative skills.
- Be willing to attend training courses to enhance development and performance.
- Experience working with children/young people and to be able to communicate with them effectively.

The points listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised. The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility area have not been detailed. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.