



Headteacher: Mrs Lucy Miles

Job Description: Behaviour Support Assistant

1. Title and Grade of Post: Behaviour Support Assistant

H4

Responsible to the Leader of Pastoral Care

2. Professional Responsibilities:

- 2.1 to lead and manage the school's internal exclusion system, including supervising the Reflection Hub, and the '11-5 Programme' as required for a small number of students;
- 2.2 to be responsible and accountable for the school's centralised detention and behaviour systems; to manage and co-ordinate the day-to-day functioning and development of this provision to contribute to the school's ethos of excellent behaviour for learning;
- 2.3 to carry out such other associated duties as are reasonably assigned by the Headteacher.

3. Applicable Contract Terms and Duties:

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. Relationships:

- 4.1 the post holder is responsible and accountable to the Pastoral Assistant Headteacher;
- 4.2 the post holder reports to the Leader of Pastoral Care;
- 4.3 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our ethos of excellent behaviour for learning and teaching and learning at The Highfield School.

5. Particular Responsibilities

- 5.1 to lead and manage the school's internal exclusion system
- 5.2 to lead and manage the '11-5 Programme' for as required for a small number of students;

- 5.3 to lead on 1:1 with identified students to promote positive behavioural change and to support their reintegration back into lessons;
- 5.4 lead on restorative justice conversations where appropriate with specific students;
- 5.5 to support restorative student / teacher meetings where appropriate;
- 5.6 communicate as and when required with school staff and parents to discuss student's behaviour and restorative programmes;
- 5.7 set clear and high expectations and boundaries for students in line with the school's behaviour for learning policy. Demonstrate a consistent approach to create and sustain a controlled, orderly environment;
- 5.8 provide work to students in a set structure every day;
- 5.9 liaise with teaching staff for subject specific work;
- 5.10 to lead and manage the school's centralised detention system;
- 5.11 send communications home regarding the issuing of sanctions;
- 5.12 produce weekly reports for the Assistant Headteacher;
- 5.13 to complete pastoral administrative tasks, as outlined by Leader of Pastoral Care;
- 5.14 to carry out any other reasonable duties as may from time to time be requested by the Headteacher and Deputy Headteacher.



This job description issued July 2022 may be amended at any time by agreement, but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

