

JOB DESCRIPTION

Job Title: Behaviour Support Assistant

Grade: SCP Level 5, Point 8 - 12

Responsible to: SENCO, SLT

Liaison With: Class Teacher

Job Purpose

Under the direction/instruction of Senior Leaders, you will provide general support to students and staff, including preparation, routine maintenance of resources/equipment.

Responsibilities

Your key responsibility will be to support students in accessing learning activities in classes and in small groups

These may include:

- Offering Support and encouragement when participating in learning activities
- Promoting and demonstrating a positive behaviour model
- Being aware of, and complying with Policies and Procedures relating to: - Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Being aware of, and supporting difference, and ensure all students have equal access to opportunities to learn and develop
- Being an effective role model for the standards of behaviour expected of the students
- Providing support in the development and reviews of ISP's

The Candidate - Behaviour Support Assistant

- Experience of working with children with SEN - challenging behaviour
- A can do attitude and a willingness to help in other areas of the classroom
- The ability to use initiative and work well under pressure
- The ability to communicate effectively with the children and other staff members

The Role - Behaviour Support Assistant

- Assisting students in their learning both on a 1-1 and group basis
- Assessing and accommodating individual learning needs of students
- Reporting on individual pupils progress
- encouraging the social and emotional development of pupils

General Duties

- As and when required, to undertake duties in connection with personal hygiene and welfare of students, as directed by teaching staff
- Provide clerical/admin support, e.g. attendance/absence, typing, photocopying, printing, display, baseline assessment
- Ensuring maintenance of a clean, safe, and orderly working environment
- Timely and accurate preparation of routine equipment, resources, materials, as instructed, ensuring quality/safety
- Undertake record keeping as directed
- Monitoring and arranging orderly and secure storage of learning resources

General

- To support class teachers with general class organisation and administrative duties e.g displays, filing, resourcing etc.
- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all School and Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the School's and Trust's Equal Opportunities Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPL any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust or school

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Signature: **Date:**

Line Manager's Signature: **Date:**

Behaviour Support LSA Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE grades A*-C, or equivalent 	Level 2 / 3 LSA First aid qualification
Experience	<ul style="list-style-type: none"> Experience of working in a school setting and within a classroom Experience of working with individuals or groups of pupils in supporting their learning 	Experience of working in more than one year group / key stage Previous SEMH/ SEN/ Behaviour experience
Knowledge and Skills	<ul style="list-style-type: none"> Excellent behaviour management abilities Ability to prioritise work effectively Ability to work flexibly to meet deadlines Ability to respond positively to instructions from others Ability to work as part of a team Understanding of the National Curriculum and the stages of children's learning and development Understanding of the educational welfare and social needs of children Ability to build positive relationships with pupils in order to enhance their learning and development Proven excellent written and oral communication skills, including IT skills 	
Personal Qualities	<ul style="list-style-type: none"> Able to maintain confidentiality in all circumstances Proactive approach to work; being responsive, empathetic and supportive to all within the school Able to establish effective relationships with those working in and with the school Understand the importance of physical and emotional wellbeing of staff and pupils Able to remain calm in difficult situations Diplomatic Relatable and personable Compassionate 	