



HORSFORTH SCHOOL

Job Title: Behaviour Officer

Responsible to: Director of Behaviour/ Student Support

Pay Band: SO1 £23,193

We are seeking an individual who has the experience, motivation, enthusiasm and skill set to work in partnership with our Director of Behaviour and Pastoral Officers and other stakeholders to help lead the future vision and development of whole school behaviour. The successful applicant will work closely with other specialist staff and the wider pastoral team in dealing with challenging behaviour, they will be a visible presence around the school, on school patrol, providing emergency assistance, supporting restorative procedures, acting as a role model and will mentor students.

You will be part of the safeguarding team and used team teach where needed. You will act as community liaison and be a key point of contact for targeted students and parents. You will be visible in the community and liaise with police and other agencies.

This is a new role and an exciting time to join the school, we take a vested interest in CPD and this will be given to the suitable candidate as appropriate.

Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the postholder.

Responsibilities

- Take a lead role in managing whole school behaviour, assisting the Director of Behaviour and deputising when necessary for this role.
- Main lead for the school's on call system on main school patrol.
- First response to assist in classroom removal, emergency situations and other such situations.
- To offer timely support and intervention to assist staff with challenging behaviour or with students directly.
- To be proactive, mentor and lead on strategies to re-engage students, and promote positive behaviour
- Key lead for after school detentions
- Key lead on community liaison
- To be on active duty at unstructured times, before and after school

- Oversight and responsibility for data and reports aspects of behaviour and sanction
- Act as Parental and student liaison over behaviour concerns
- Instigate or attend pastoral and behaviour meetings, including multi agency meetings
- Oversight of the school's partner school seclusion process
- Lead on small group / 1:1 intervention for Behaviour and complex needs, including SEMH
- Attend wider pastoral team and link meetings
- Assist in the process of managed moves and other high-level interventions
- Assist with SEND support, information and liaise with SEND team
- Liaise with Curriculum Leaders and subject staff on matters where behaviour is affecting academic performance or concerns need rectifying
- Work closely with Deputy Headteacher responsible for behaviour and wellbeing and have an active involvement within shaping behaviour support processes and procures within the school
- Assist in referrals and school processes for students at Alternative Provision
- Be a part of the Child Protection team
- Be first aid trained and act as emergency first aider
- Liaise with Cover staff and support
- Home visits where required
- Being flexible, to support in isolation, base exclusion room, LINK and other rooms within the school.

Duties

- Work in partnership with the Director of Behaviour and with other stakeholders.
- Meet regularly with Director of Behaviour and once a half term with Deputy Head teacher for link meeting

Effective leadership and management

The postholder will, with the support:

- Act as a positive professional role model.
- Demonstrate a commitment to high achievement for all.
- Lead on school systems and take initiative.
- Promote a culture where colleagues are supported.
- Motivate students and promote our high standards.
- Celebrate the success of students.
- Frequently discuss student progress, behaviour, current issues and future planning with your line manager.
- Be involved in Improvement Plans and other analytical documents in line with current school requirements.
- Prepare for, Ofsted Inspections, Link Meetings and other accountability processes using current school systems, guided by your line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.

- To participate in training and other learning activities and performance development as required.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.