



Job Description

Behaviour Support Officer

Job Title:	Behaviour Support Officer
Department:	Academic Reintegration Centre (ARC)
Responsible to:	Assistant Headteacher
Salary Grade:	Competitive
Contracted Hours/Week:	Up to 37.5 hours per week
Contracted Weeks/Year:	39 (Term time only)

Main Job Purpose

To support the implementation of the behaviour policy. This includes managing the Corfe Hills School Academic Reintegration Centre room, running student triage and being on-call to support student behaviour around the school.

To ensure students complete the work required to enable successful reintegration into mainstream classes when they have completed the required time in ARC.

Main Responsibilities:

- To be responsible for the Academic Reintegration Centre provision and its students on a daily basis
- To establish clear expectations and boundaries for students
- To demonstrate a clear, calm and consistent approach to create and sustain a silent, controlled and orderly environment at all times
- To work co-operatively in collaboration with teaching staff to ensure effective systems are in place to allow students to access appropriate work/curriculum whilst in the Academic Reintegration Centre
- To provide students with appropriate work during their time in ARC and support students to work independently
- To maintain the bank of resources to ensure that appropriate work is always available
- To clarify and explain instructions to students
- To develop students' self-esteem and promote high expectations
- To have the highest standards of accurate and timely administration relevant to the Academic Reintegration Centre. This includes coding student attendance, maintain the ARC tracker and timely communication home
- To ensure that the Academic Reintegration Centre procedures are adhered to and that the room is well maintained
- To triage students effectively to ensure students are successful during their time within the Academic Reintegration Centre
- To support students who have been removed from the Academic Reintegration Centre while they await review from SLT
- To be on call to support behaviour and safeguarding around the school. This will include locating students, supporting students to receive medical support as necessary and liaising with the on-call senior leader regarding behaviour incidents as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To uphold to the Corfe Hills Way

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- To work within other pastoral support areas supervising students and ensuring standards are maintained as and when requested
- Attend relevant training as required by the School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____