



Person Specification Behaviour Support Officer

Job Title:	Behaviour Support Officer
Responsible to:	Assistant Headteacher
Contracted Hours/Week:	Up to 37.5 hours per week
Contracted Weeks/Year:	39 (term time only)

Main Job purpose:	<p>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.</p> <p>To ensure students complete the work required to enable successful reintegration into mainstream classes when they have completed the required time in ARC.</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	<ul style="list-style-type: none">Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	<ul style="list-style-type: none">Team Teach Training	Desirable	
	<ul style="list-style-type: none">Successful experience of behaviour management in a secondary school, with a particular understanding of some challenging behaviours	Desirable	
	<ul style="list-style-type: none">Experience of working with young people	Essential	
Skills, Knowledge and Understanding	<ul style="list-style-type: none">Good working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	Application Form References Interview
	<ul style="list-style-type: none">Working knowledge of SIMS	Desirable	
	<ul style="list-style-type: none">An understanding of the factors affecting the behaviours and attitudes of young people	Essential	
	<ul style="list-style-type: none">Good communication skills and an awareness of educational requirements	Essential	
	<ul style="list-style-type: none">Good interpersonal skills including the ability to liaise well with a range of people	Essential	
	<ul style="list-style-type: none">Assertive, confident, well organised and with an ability to work under their own initiative	Essential	
	<ul style="list-style-type: none">A firm and calm approach when working with young people	Essential	
	<ul style="list-style-type: none">The ability to be flexible when responding the ever changing needs of students	Essential	
	<ul style="list-style-type: none">A commitment to inclusion and equal opportunities	Essential	

	<ul style="list-style-type: none"> The ability to work as part of a team 	Essential	
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Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	<ul style="list-style-type: none"> Friendly and approachable 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> Integrity and the ability to handle confidential information securely and with discretion 	Essential	
	<ul style="list-style-type: none"> A willingness to learn new skills and undertake relevant training 	Essential	
	<ul style="list-style-type: none"> Confidence to work alone and use own initiative. 	Essential	
	<ul style="list-style-type: none"> A flexible approach 	Essential	
	<ul style="list-style-type: none"> Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> Excellent interpersonal skills when working with students, teachers and support staff 	Essential	
Safeguarding	<ul style="list-style-type: none"> Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> Appointment subject to enhanced DBS and validated references 	Essential	