

Behaviour Intervention and Support

JOB DESCRIPTION

Salary / Grade range	Grade 5, point 13- 19 pro rata actual salary £25,000.39 - £27,578.36 35 hours per week, 8.30am to 4.00pm, term time only There will be a requirement to work during Opening Evening and Parents Evening
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Relationships

Ultimate Responsibility
To the Headteacher through the Governors

Immediate Responsibility
To the Deputy headteacher through the Leadership team

MAIN CONTACTS

1. The Leadership team
2. Attendance and Pastoral Manager
3. Heads of Year
4. All members of staff, governors, and parents / carers

Main duties and responsibilities

1. To promote excellence in standards across all areas of school life and work with pupils and families to promote high levels of behaviour and attendance.
2. To support the Behaviour and Attendance Manager, Heads of Year and all other staff as required.

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.
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3. To work within the Isolation and Remove classroom on a rota system across the week
4. To support the effectiveness of safeguarding within school.
5. To support and develop a culture of high expectations for all pupil behaviour and conduct.
6. To develop strategies, interventions and partnerships to improve pupil physical and mental health and well-being.
7. To support initiatives to improve attendance as required.
8. To ensure that the Leadership team and safeguarding personnel are advised if there are any concerns about key pupils.
9. To provide reports or data, when requested.
10. To undertake gate / lunch duty as required.
11. To work with the pastoral team to support pupils at the Pupil referral unit and those who are at risk of permanent exclusion.
12. To develop knowledge and understanding of the specific needs of key pupils.
13. To support the daily 1-hour detention from Monday to Friday, and support with other sanctions as required.
14. To support and develop systems to improve the recording, reporting and analysis of pastoral incidences such as bullying etc.
15. To mentor vulnerable pupils, providing them with practical support to improve their academic achievement.
16. To participate in all aspects of the management and improvement of pupil behaviour and the prevention of poor behaviour.

17. To support teaching and support staff in maintaining discipline and following up incidents.
18. To reward good behaviour and challenge/take action on poor behaviour.
19. To maintain a high degree of confidentiality with regards to pupil issues.

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives. In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

PERSON SPECIFICATION

Listed below are the minimum requirements, which are considered necessary for the post. In your application, please address each of the areas giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
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1. Training, Qualifications, Experience:

1.1	Experience of working in a teaching and learning environment	Application Form
1.2	To have recent experience of professional development and self-awareness of professional needs	Application Form
1.3	5 GCSEs, or equivalent, at grade C/4 or above (Including English and Maths)	Application Form
1.4	To have recognised degree qualifications (Desirable) or experience appropriate to this level of work	Application Form

2. Interpersonal Skills:

To be able to communicate and co-operate effectively by:

2.1	Good communication skills to suit a range of audiences and contexts	Interview
2.2	Establishing and maintaining good relationships, in particular with students, parents and colleagues	Interview
2.3	Resilience and ability to work effectively under pressure and juggle priorities	Interview

3. Management and Organisation:

To be able to manage and organise effectively by:

3.1	Being organised and efficient to support positive pupil outcomes both within and outside of the classroom	Application Form/Interview
3.2	Being adaptable to new demands of the job	Application Form/Interview

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3.3	Being well organised in administration	Application Form/Interview
3.4	Working as part of a team	Application Form/Interview

4. Special Knowledge:

Understanding and awareness of:

4.1	How to support pupils with behavioural issues	Application Form/Interview
4.2	How to work independently, and have experience working with young people and families	Application Form/Interview
4.3	Experience of working with outside agencies	Application Form/Interview

5. Work Related Circumstances

Commitment to:

5.1	The school's Equal Opportunities Policy	Application Form/Interview
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