**Wellspring Academy Trust**

**Job Description**

**Post Title: Behaviour Support Worker**

**Department: Ebor Gardens Primary Academy**

**Reporting to: Executive Principal/ Head of School**

**Salary within the range: C1**

# Purpose of the post

* To work under the direct instruction of the SENCO/Inclusion Team/teaching staff. To undertake work/care/support programmes to enable access to learning for pupils who have social emotional and/or mental health needs. To assist the team in the management of pupils in the classroom and during social times. Working under guidance; provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Work may be carried out within the classroom or outside the main teaching area.
* Provide support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.
* To provide additional support to those pupils requiring a more structured approach to demonstrate acceptable behavior

# Key Areas

* Support for Pupils
* Support for Teachers
* Support for the Curriculum
* Support for the School

# Responsibilities

* Be a point of contact for identified pupils to share good behaviours and to discuss instances of disruptive behaviour
* Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
* Assist with the development and implementation of Individual Education/Behaviour Plans/Handling Plans and Personal Care Programmes
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Develop 1:1 mentoring arrangements with pupils and provide support and encouragement to maintain good learning and behaviour throughout the school day
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and support teaching and support staff to promote resilience, self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher and to also provide feedback of social and emotional targets linked to specific plans for children.  Support pupils in accessing learning activities under the guidance of the teacher

# Support for the Teacher

* Observe and provide feedback to teaching and support staff about specific pupils within the learning environment
* Suggest strategies to support pupils to achieve learning goals
* Assist teaching staff in the development of Individual Support and Behaviour Plans
* Provide regular feedback to teachers/SENCO on pupil achievements, progress and difficulties
* Promote good pupil behaviour and ensure health and safety at all times, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers  Maintain records as requested
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* Under guidance and support of the Inclusion team/class teacher, receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.

# Support for the Curriculum

* Work in partnership with the Inclusion Team to develop and lead a pastoral curriculum for pupils who will benefit from such a programme of work.
* Undertake suitable training to develop your capacity to plan and lead programmes of work to meet a range of pupil needs
* Lead structured and agreed learning activities / teaching programmes, adjusting activities according to pupils’ responses
* Play a key role in the development of play, lunch and afterschool activities to engage and motivate pupils in a wide range of physical activity

# Support for the School

* Be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals, liaising with a range of SEND specialists who visit to provide advice and support, gathering and communicating that advice across the team  Attend and participate in relevant meetings as required

# General

* To undertake any other duties, commensurate within the grade, at the discretion of the Head of School/Executive Principal
* Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child

Protection

# Other

 Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

# Standard Duties in all Trust Job Description

 Show a commitment to diversity, equal opportunities and anti-discriminatory practices  Show a commitment to ensuring that children and young people learn in a safe environment  Participate in relevant and appropriate training and development as required.

# Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

# Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

# DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

# Wellspring Academy Trust Person Specification

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|  | **Essential / Desirable** | **How Identified** |
| **Education and Training** |  |  |
| 2 GCSEs at grade A to C in English and Maths or equivalent (e.g. NVQ level 2 or Level 2  Certificate) | Essential | Application/ interview |
| First aid training/training as appropriate | Desirable | Application/ interview |
| Willingness to participate in development and training opportunities to suit the requirements of the post | Essential | Application/ interview |
| Relevant Working Experience |  |  |
| Working with or caring for children of relevant age | Essential | Application/ interview |
| General technical/resource support | Essential | Application/ interview |
| **General and Specialist Knowledge** |  |  |
| Effective use of ICT to support learning | Essential | Application/ interview |
| Use other equipment technology e.g. computer, video, photocopier | Essential | Application/ interview |
| General understanding of national/foundation stage curriculum and other basic learning programmes/strategies | Essential | Application/ interview |
| Basic understanding of child development and learning, including barriers to learning | Essential | Application/ interview |
| **Skills and Abilities** |  |  |
| Ability to relate well to children and adults | Essential | Application/ interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Essential | Application/ interview |
| Use of relevant equipment / resources | Essential | Application/ interview |
| Have experience of working with children who have SEND needs, including Social, Emotional / Mental Health Needs | Desirable | Application/ interview |
| Ability to identify own training and development needs and co-operate with means to address these | Essential | Application/ interview |
| Knowledge of particular subject/technical area | Essential | Application/ interview |

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| **Additional Requirements** |  |  |
| Demonstrate a commitment to Equal Opportunities | Essential | Application/ interview |
| To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities, child Protection and data protection. | Essential | Application/ interview |
| Operate with the highest standards of personal/professional conduct and integrity | Essential | Application/ interview |
| Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. | Essential | Application/ interview |
| Willing to undertake training and continuous professional development in connection with the post. | Essential | Application/ interview |
| Work in accordance with the Trust’s values and behaviours. | Essential | Application/ interview |
| Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own nondiscriminatory practice and attitude | Essential | Application/ interview |
| Satisfactory DBS disclosure to work in an environment dealing with young people | Essential | Application/ interview |
| Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults | Essential | Application/ interview |
| A commitment to safeguarding and promoting welfare for all | Essential | Application/ interview |

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