



**WROXALL  
PRIMARY SCHOOL**

CHALLENGE • ACHIEVEMENT • RESILIENCE • ENJOYMENT

## JOB PROFILE

<b>School:</b>	<b>Wroxall Primary School</b>	
<b>Job title:</b>	<b>Behaviour Support Assistant</b>	
<b>Reports to:</b>	<b>Inclusion Lead and Headteacher</b>	
<b>Responsible for:</b>	<b>Supporting behaviour and engagement across the school</b>	
<b>Level/Grade:</b>	<b>Hours of work: 31.25 hours per week term-time only</b>	<b>Salary Scale: Hay PSC 7</b>
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>● To provide support for children within classes and when appropriate through interventions in order to facilitate engagement, reduce barriers to learning, improve attendance and attainment, promote self-confidence and the emotional well-being of pupils.</li><li>● To support education staff to deliver learning pathways for pupils to encourage engagement in learning.</li><li>● To contribute to school wide knowledge and skills in positive behaviour management and support.</li></ul>		
<b>Job Description</b>		
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>● To work as a co-operative, valued and integral member of the school team, keeping others informed of areas of concern and pupil needs .</li><li>● To operate within agreed professional, ethical and school policies when working with pupils and those involved with them.</li><li>● To use a trauma and attachment informed approach to help pupils to develop self-regulation skills by effectively co-regulating them and modelling this clearly to other staff members.</li><li>● To encourage and support other staff in in school to effectively manage difficult behaviours, enabling them to have increased confidence to use successful strategies to cope with such behaviours.</li><li>● To keep up to date with current behaviour initiatives and government requirements.</li><li>● Work with a high degree of autonomy, making decisions and recommendations independently in light of information sought and research carried out.</li></ul>		

**Main Duties and Activities:**

- To support a whole school approach to positive behaviour management, keeping under review skill sets, competencies, systems and effectiveness of methodologies to optimise outcomes for all pupils.
- To take a lead role in managing and delivering pastoral support to pupils.
- To manage the supervision of pupils excluded from, or otherwise not working to a normal timetable.
- To monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- To provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating clear and consistent records of incidents and support, as agreed with staff, contributing to reviews of systems / records as requested. Ensure that any actions are followed through, monitoring these for reporting to other staff members.
- To support staff to accurately record information regarding incidents on CPOMS, following up on actions as needed.
- To monitor/analyse the patterns of behaviour to ensure the effectiveness of the behaviour strategies adopted by the school discussing incidents as appropriate.
- To work with individuals and small groups in order to promote the emotional well-being of pupils identified as having or at risk of developing behavioural difficulties.
- To work proactively with new pupils assisting in a successful transfer and transition to Wroxall Primary School.
- To implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- To be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- To determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
- To assist in overseeing any physical intervention incidents and reports in school. Following up on post incident reflection and adaptations.
- To assist in identifying early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To develop and maintain effective and supportive relations with pupils and those engaged with them.
- To assist in the development, implementation, review and evaluation of behavioural improvement and support plans.
- To assist in devising, implementing and evaluating, monitoring systems for identified areas of specific intervention.
- To contribute to the identification and sharing of good practice.
- To provide advice, data information and resources to internal professionals in order to assist them in managing individual and group behaviour.
- To contribute to the development of policies and practices which will promote engagement and educational achievement.
- To attend and participate in relevant meetings.
- To liaise with external agencies as needed to support the needs of individual children, families, groups and the wider school community.
- To undertake induction, training and mentoring for other support staff.

## **OTHER DUTIES**

- To promote Equality and Diversity in all aspects of work
- To cooperate with the promotion and maintenance of a safe and healthy working environment and own health and safety
- To promote and consistently exemplify the values and behaviours of Wroxall Primary School
- To carry out all duties in accordance with Wroxall Primary School's policies and procedures
- To carry out other such similar duties that may be reasonably required by the headteacher.

<b>Person Specification</b>		
<b>Criteria</b>		
<i>Key - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R</i>		
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>● GCSE English or equivalent (grade c or above)</li> <li>● GCSE Maths or equivalent (grade c or above)</li> <li>● NVQ2 in learning support or similar.</li> <li>● ELSA accreditation or similar</li> <li>● First aid training.</li> <li>● Specialist accredited training such as Attachment and trauma awareness, ASC/ADHD recognition, signing, language development, Specific Learning Difficulties (SpLD)/Dyslexia and others.</li> </ul>	D D D D D D	C C A A A A
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>● Experience of dealing in developing positive relationships with children and young people.</li> <li>● Ability to work collaboratively as part of a multidisciplinary team and independently.</li> <li>● Coaching/working with others to learn skills or knowledge in a formal or informal setting.</li> <li>● Experience of supporting pupils with SEND to encourage independence.</li> <li>● Experience of working in a school setting.</li> <li>● High level of emotional intelligence and motivating teams and individuals.</li> <li>● Understanding and knowledge of current issues in special education and care.</li> <li>● Working in a multi-disciplinary team with education and therapy staff for the benefit of pupils.</li> <li>● Understanding of the role of therapeutic intervention such as ELSA and Thrive within school.</li> <li>● Knowledge of speech, language and communication difficulties.</li> <li>● Experience of working with Autism, Specific Learning Difficulties and pupils with challenging behaviour.</li> <li>● Experience of identifying and prioritising safeguarding within all aspects of work with children</li> </ul>	E E D E D E E D E E E D	A,I A,I A A A A A A,I A A, I A A I
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>● Good organisation/prioritisation skills.</li> <li>● Good decision making based on evidence and ability to make dynamic risk assessments</li> <li>● Good verbal and written communication.</li> <li>● Can demonstrate a specialist skill to support a technical area or work with pupils who have specific difficulties.</li> </ul>	E E E E	I I A,R A,R

<ul style="list-style-type: none"> <li>● Knowledge of school practices and policies for supporting pupils, in particular SEN.</li> </ul>	D	A
<ul style="list-style-type: none"> <li>● Ability to manage oneself and develop the role so that it contributes effectively to the work of the teacher and raises standards of attainment of pupils.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Effective time management and organisation skills</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Practical and theoretical knowledge of behavioural management.</li> </ul>	E	A,I
<ul style="list-style-type: none"> <li>● Can demonstrate ability to relate well to parents, social workers, and other external agencies.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Conflict management skills.</li> </ul>	E	A,I
<ul style="list-style-type: none"> <li>● Competence with ICT</li> </ul>	E	A
<ul style="list-style-type: none"> <li>● Ability to reflect and promote the positive image of the school.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Ability to work sensitively with a variety of people.</li> </ul>	E	I

<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>● To want to make a difference to the lives of children and young people with SEND, in particular communication barriers and social, emotional and mental health needs.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Enthusiasm and initiative.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● A calm, confident and resilient approach.</li> </ul>	E	I, R
<ul style="list-style-type: none"> <li>● Empathy with children.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Self-motivated, and a motivator for others.</li> </ul>	E	I,R
<ul style="list-style-type: none"> <li>● Team player.</li> </ul>	E	I,R
<ul style="list-style-type: none"> <li>● Inclusive and respectful.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Excellent health and attendance record.</li> </ul>	E	R
<ul style="list-style-type: none"> <li>● Be committed to equal opportunities.</li> </ul>	E	I,A
<ul style="list-style-type: none"> <li>● Ability to combine effectiveness with humour, friendliness and warmth.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Support of the vision and values of the school.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>● Genuine commitment to the ethos and work of Wroxall Primary School</li> </ul>	E	I

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

**Wroxall Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Date produced: May 2023**