



BEHAVIOUR SUPPORT OFFICER and RLC SUPERVISOR

Job Title:	Behaviour Support Officer and Restorative Learning Centre (RLC) Supervisor (JDQ Sch 575)
Hours:	32.5 hours per week (9.00am – 4.00pm with unpaid breaks) Term Time only Start date: 4 th January 2020
Grade	Grade 6 - Actual salary pro rata for hours and weeks worked is £15,253 rising to £16,187 by incremental progression
Reporting to:	Assistant Headteacher (Behaviour and Attendance)
Location:	Downlands Community School

MAIN PURPOSE OF THE ROLE:

- To intervene with identified pupils to improve behaviour and support individual or small groups of pupils as required
- To supervise and work with pupils in the RLC. These pupils are placed in the RLC by Senior Leaders, Achievement Leaders or Pastoral Support Officers. The pupils will have presented challenging behaviour or will have had difficulty meeting normal classroom expectations
- Support pupils in the room to complete the work set and help the pupils focus in a structured and calm environment to facilitate a successful return to normal lessons

ACCOUNTABILITIES AND TASKS

Accountability	Task
Intervention and Support for Pupils	<ul style="list-style-type: none"> • Promote consistency of behaviour management across the School • To support pupils to commit to the School's behaviour and attendance policies through individual or group reflection and restorative work • Work with pupils to identify barriers to learning and develop appropriate strategies to overcome these • When not supervising, be on call to behaviour incidents, interview pupils and take statements

<p>Supervision and Support for Pupils in the RLC</p>	<ul style="list-style-type: none"> • Receive and settle pupils referred to the RLC • Supervise pupils working ensuring a calm working environment • Liaise with other staff regarding the setting of work to be done and to gather information about pupils to give updates on pupils • To challenge and motivate pupils, promoting and developing their self esteem • Work with pupils to identify barriers to learning and develop appropriate strategies to overcome these • Assist in the delivery of high standards of learning in the RLC • Be aware of and apply, school procedures and policies • Ensure the classrooms are tidy and well maintained • Liaise and consult with members of the Senior Leadership Team, Achievement Leaders, Pastoral Support Officers and Learning mentors • To maintain accurate records of pupils attending the RLC • To monitor data on behaviour and report to line manager • Liaise with subject teachers to gain key information about units of work in order to prepare to support pupils with their work
<p>Other Duties:</p>	<ul style="list-style-type: none"> • To follow Child Protection Policy and procedures • To assist with the organisation of lunchtime and after school sanctions including detentions • Administrative tasks as directed by the line manager • Attend relevant training • Engage with the School's system of performance review

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary.



BEHAVIOUR SUPPORT OFFICER and INCLUSION ROOM SUPERVISOR – PERSON SPECIFICATION

Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • A level of education that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE. This requires Grade C or above at GCSE in English, Maths and Science or comparable qualifications or experience • Some previous experience of working with young people who have emotional or behavioural difficulties is desirable • Some understanding of how pupils learn or teaching experience is desirable • A commitment to the safety and welfare of young people and a knowledge and understanding of the responsibilities that adults working with them have 	<ul style="list-style-type: none"> • Good interpersonal skills that enable good working relationships with young people and adults • Sensitivity to pupil’s needs • An ability to deal with pupils so that they feel they have been dealt with consistency and fairness • An ability to convey authority and earn pupils respect, to treat them with respect, apply boundaries and motivate • The ability to work both independently and as member of a team • The ability to show initiative whilst knowing when to take advice • Good organisation skills and efficient working practices • Effective positive and proactive communication both orally and in writing • Ability to use software packages effectively and to positively respond to training in the use of school SIMS system in order to keep records 	<ul style="list-style-type: none"> • Confident and effective approach to working with young people who have emotional and behavioural difficulties • Enjoyment of working with young people • Happy to work alone with pupils for long periods • Flexibility and a willingness to “help out where needed” if not supervising • Resilience • A kind and non-judgemental disposition • Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils • Interest in developing one’s own skills and abilities • A manner and demeanour that is a role model for young people • Smart appearance in accordance with the school dress code



Further Information

Downlands Community School is an oversubscribed 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The National Curriculum is followed in Years 7, 8 and 9 and a full range of GCSEs are offered in Years 10 and 11.

Pastoral care was judged by OFSTED to be “outstanding” and the system continues to be strengthened and improved. The RLC is staffed by a teacher who is the RLC manager and two Behaviour Support Officers/RLC Supervisors.

Each year group has an Achievement Leader and their team of Form Tutors who oversee the academic and social progress of the pupils in the Year. In every Year group there are pupils who require particular support regarding behaviour and welfare. Pastoral Support Officers support these children. Occasionally, some pupils find meeting the normal classroom expectations to be a challenge. This can be a “one off” incident or a pattern of behaviour. These pupils will be referred to the RLC to work in a supervised, structured, calm environment. Referral to the RLC is often used as an alternative to a fixed term exclusion from school

The role is to supervise and work with the pupils in the RLC. The supervisor communicates the work to the pupils and supervises the work being done. The supervisor encourages the pupils to complete the work to a high standard and ensures that good behaviour is maintained and helps them focus so that they successfully return to normal classes. When not supervising the Behaviour Support Officer will work with individuals or small groups to identify barriers to learning and develop appropriate strategies to overcome these.

The enjoyment of working with young people, having the patience and the ability to communicate, motivate and manage behaviour are more important than any subject knowledge.

The School operates a five lesson per day timetable over two weeks. The work will be shared with the existing Behaviour Support Officer/RLC supervisor. On some days, work will be undertaken in one classroom for the majority of the day, on others, when less supervision is needed, work will be undertaken with individual pupils or small groups as well as administration as directed. Flexibility and a willingness to “help out where needed” are therefore important.

Applications from people with experience of working with young people with behavioural or emotional difficulties are welcomed. However, anyone with confidence, authority, resilience and the ability to relate to, and act as a role model for, young people will find the job hugely rewarding.

A copy of the staff dress code can be found on the School website in the “Information - Vacancies” section.

Applications

If you would like to make a difference, we welcome your application. Applications should be made on a West Sussex application form for support staff which can be downloaded from the School website. Applications from more than one person who wish to share the job are also welcome. Applications can be emailed to: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks

Start date: 4th January 2021

The closing date for applications is midday on Friday 20th November though we reserve the right to bring this date forward if there are sufficient applications. Interview dates to be confirmed. Applicants who have not heard from us by Tuesday 24th November should assume they have not been successful on this occasion

All communication will be by email or telephone. Questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill. Email: mhill@downlands.org or direct line 01273 84 77 34

Thank you for your interest in the post.