



JOB DESCRIPTION

JOB TITLE: Behaviour Support Officer

DEPARTMENT / FACULTY: Pastoral

REPORTS TO: Assistant Headteacher

SALARY: Grade 13, £25,183 - £27,269 (FTE), £20,160 - £21,830 (Actual)

WORKING HOURS: 35.5 hours per week, Monday – Friday, 8.30am – 16.05pm, including a 30-minute unpaid break

WORKING WEEKS: 38 weeks' term time only

PAID WEEKS: Less than 5 years' service 43.5069 (including statutory holiday)
More than 5 years' service 44.0877 (including statutory holiday)

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.

The Behaviour Support Officer will play a vital role in supporting student behaviour and wellbeing within the school environment. This role combines overseeing the internal isolation room, supporting after-school detentions, conducting behaviour-related investigations and analysing behaviour data to identify patterns and trends to ensure appropriate interventions can be implemented.

This role is suited for a compassionate and organized individual who is dedicated to supporting students' personal growth and promoting a positive and inclusive environment at Bishop Fox's School.

MAIN RESPONSIBILITIES AND DUTIES

Internal Isolation Room:

- Manage the day-to-day operation of the internal isolation room, ensuring that it operates as a calm and supportive space where students reflect on their behaviour.
- Monitor students' work completion and maintain an orderly environment that allows students to stay engaged with their learning.
- Work collaboratively with pastoral and teaching staff to ensure students have appropriate work and this is completed and returned to teachers.

Behaviour Support & Mentoring:

- Working alongside the Pastoral Team (Head of Years and Pastoral Lead Officers) to act as a behaviour lead for students, providing one-on-one mentoring to support their social, emotional and behavioural development.
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- Develop Pastoral Support Plans for students needing extra guidance, focusing on improving behaviour, attendance and emotional wellbeing.
- Work alongside the school's pastoral team to implement strategies that address students' underlying issues, referring them to internal or external support when necessary.
- Establish positive relationships with students to encourage their self-reflection and personal growth.

Behavioural Data Analysis:

- Regularly review and analyse behaviour data on Class Charts to identify trends, patterns with appropriate intervention that supports individual student needs.
- Collaborate with middle and senior leaders to devise and implement strategies based on data insights to improve behaviour across the school.
- Report on behaviour trends and provide data-driven recommendations to inform school policies and support targeted interventions.

Reflection Room Support:

- Assist the Reflection Room Manager (when required) in supervising students sent to the reflection room, ensuring they adhere to expectations and engage in reflective practices.
- Help students understand the impact of their behaviour and encourage a restorative approach, guiding them through reflection exercises where appropriate.

Supervision and Detention Support:

- Supervise and administer after-school detentions, ensuring a structured environment where students reflect on and learn from their behaviour.
- Ensure students complete work in a structured and productive environment.
- Liaise with teaching staff and parents/guardians as necessary to communicate detention outcomes and discuss behaviour improvement strategies.

General Duties:

- Maintain accurate records of all interventions, mentoring sessions, and behaviour incidents, ensuring information is logged on relevant systems.
- Foster a positive, respectful and inclusive environment for all students.
- Participate in regular meetings with the pastoral and behaviour teams to discuss student progress and contribute to intervention planning.
- Act as a role model for students, demonstrating empathy, respect and professionalism at all times.
- Support the ethos, vision and values of the school

Others:

- To assist in the Student Hub when student supervision is not required
- To undertake other duties as required by the Headteacher
- A willingness to attend appropriate training and development when required

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, staff, supply teachers and other stakeholders, including trustees, parents / guardians, visitors, volunteers, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

	ESSENTIAL	DESIRABLE
Education		<ul style="list-style-type: none"> • Post 16 education preferably to degree level
Qualifications and training	<ul style="list-style-type: none"> • A minimum of Grade C in GCSE (or equivalent) in English and Maths 	<ul style="list-style-type: none"> • Level 3 qualifications and above
Experience	<ul style="list-style-type: none"> • Have experience of working with students of secondary school age. 	<ul style="list-style-type: none"> • Successful experience of Behaviour Management within a secondary school, with particular understanding of students who exhibit challenging behaviour on a regular basis. • Have experience of working within an administrative environment.
Knowledge	<ul style="list-style-type: none"> • A working knowledge of Microsoft Word, Excel, Outlook and other software packages necessary to carry out the key tasks described 	<ul style="list-style-type: none"> • Knowledge of the schools computer system SIMS and Class Charts.
Skills & Abilities	<ul style="list-style-type: none"> • To have excellent communication skills. • To have the ability to work in a busy school environment. • The ability to work within a high pressure environment and to keep calm when under pressure. • The ability to work individually as well as part of a team. The ability to use your initiative. • To be a person of integrity. • To be confident and professional. • The ability to maintain confidentiality. • The ability to remain impartial. • To be sympathetic to the needs of others. • The ability to use your initiative 	<ul style="list-style-type: none"> • Ability to analyse and interpret data effectively, particularly within behavior tracking systems like Class Charts • Familiarity with Class Charts or similar behavior tracking software • Training in safeguarding, mental health first aid, or similar pastoral care qualifications • Experience in mentoring or coaching young people

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, and the Data Protection Policy**, ensuring that procedures are adhered to.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder:

Date: