



Job Description

Job Title:	Behaviour Support Assistant
Grade:	Grade 3 – spinal points 3-4 £24,012 to £24,408 (full-time salary) £20,362 to £21,061 (actual part-time salary, dependent on qualifying local government service)
Work Pattern:	Term Time only (including Inset Days) 36 hours per week – Term time plus 1 week totalling 39 weeks
Reports To:	Assistant Vice Principal – Behaviour and Safeguarding
Staff Managed (if any):	None

The Behaviour Support Assistant (BSA) is a key role that supports the school's behaviour management systems in school. The BSA's main responsibilities involve supporting members of staff around the school with our on-call system, working with pupils to ensure they are able to access their learning and overseeing the day-to-day running of our in school behaviour support room. This is a new position within the school and the member of staff will need to be flexible with the evolving needs of the role.

Main Duties and Responsibilities

- Provide support with the lesson removal system (On Call) and supervise withdrawn pupils.
- Support pupils with behaviour in lessons and around the school.
- Support staff in dealing with challenging behaviour.
- Undertake the supervision of detentions.
- Undertake supervision duties during the school day.
- To support the school's work to ensure good attendance and punctuality as required, including supporting with late pupils and late detentions.
- Establish positive working relationships with vulnerable pupils and their families in order to support their needs within school.
- Undertake mentoring, restorative meetings and conflict resolution meetings as required.
- Investigate incidents by taking statements, interviewing pupils and making recommendations to the Year Leadership Teams and SLT. Make contact with parents/carers as required.
- Support Academy staff in improving behaviour, attendance and progress by working with designated groups and individuals as required.
- Support with supervision of the 'Back on Track' room and other related tasks, including; ensuring the 'Back on Track' Room is kept tidy and well resourced,



organising packs of work ready for pupils, establishing working routines and maintaining daily records/logs of pupil entries and behaviours.

- Support and assist the wider behaviour support team as directed and as required.
- Refer safeguarding issues in line with school policies and procedures.
- Provide weekly and termly analysis of behaviour data logs as requested.
- Attend meetings within school and externally as required.
- Undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
- To perform other such duties of a similar nature as from time to time may be required.

Additional duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post.
- This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.