

PERSON SPECIFICATION

Job Description	
Job Title: Behaviour Support Worker	Grade: HC5 – 2 days (14 hours per week)
Responsible to Head of Pastoral	
Functional links with students, parents/carers, teachers, Local Authority, Police, Social Care, School Nurse and other outside agencies	
Main purpose of job: To support the aims of the school and complement the roles of school staff in helping to overcome barriers to learning within and outside the school by working with students and families to: • Support teaching staff with pastoral and behavioural management • Raise pupil expectations for achievement • Develop better social skills and relationships • Improve the behaviour of students, reducing the number of suspensions • Enable students to face new and challenging situations and develop self-organisational skills	
Main responsibilities/accountabilities: The jobholder will be expected to complete the responsibilities/accountabilities effectively.	
<u>Support for students</u> • Support and assist students in managing their behaviour and in achieving their social and behavioural targets both in and outside the classroom • Assist in the assessment and identification of needs • Develop and display specialist skills to support the achievement of students with emotional, behavioural and social difficulties: assist with the development of appropriate strategies for managing behaviour, monitor behaviour, provide agreed rewards and sanctions and respond to incidents of challenging behaviour • Foster self-help strategies to encourage independence and self-reliance • Supervise students who need support in the pastoral support base and support their reintroduction into the classroom. • To assist students that are experiencing difficulties in managing their behaviour by supporting them outside the classroom. • Support parents with advice on student behaviour.	
<u>Safeguarding students – as directed by the DSL</u> • To undertake Common Assessment Framework training. • To undertake Safeguarding Training. • To collate information after a disclosure and refer as appropriate. • To prepare referral for relevant agencies. • To liaise with Social Services for students who are subject to Child Protection matters.	

PERSON SPECIFICATION

Working with outside agencies

- To prepare reports for outside agencies, including safeguarding information, reports and transfer information.
- To prepare monitoring information for individual looked after children, including Personal Education Plan reviews.

Support for teachers

- To support teachers with the behavioural management of groups and individual within the whole class setting, so that teaching objectives are met and best use is made of teaching time.
- To support teachers in establishing and maintaining a purposeful working atmosphere and setting high expectations for student behaviour.
- To contribute to developing and implementing of policy and good practice for pastoral and behaviour support which reflects the school's commitment to high achieving and effective teaching and learning.
- To contribute to monitoring and evaluation of student progress in achieving pastoral and behavioural targets; using the results of evaluation to assist further improvement.
- Working with the SENCO and any other staff with special educational expertise to contribute to individual education plans.

Support for the school

- To ensure that support for the behaviour management of students is consistent with the school's policies.
- To assist in establishing good relationships with parents and carers and provide information about social and behavioural progress and targets.
- To maintain confidentiality at all times in respect to school-related matter and to prevent disclosure of confidential or sensitive information.
- Work closely with class teachers, and where appropriate the SENCO, Pastoral Lead and Assistant Headteacher responsible for interventions, to ensure that the needs of vulnerable children are met.
- Carry out relevant administrative tasks, e.g. preparation of action plans, records of visits, incidents and issues; prepare reports as required, working within agreed systems of confidentiality, communication and accountability.
- Follow the relevant procedures for ensuring that information and data is collected and recorded accurately, thus enabling the production of reliable analyses and reports.
- Attend staff meetings, CAF reviews, and professional training and development courses, as required, contributing to the overall ethos and aims of the school and sharing good practice with colleagues.
- Support students in transition between school and across phases.

Job Activities:

- Receive and supervise students in pastoral support or otherwise not working to, a normal timetable.
- Work with individuals, pairs, and small groups of students.
- Participate in identifying students needing support according to agreed criteria.

PERSON SPECIFICATION

- Support the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plan.
- Provide information and advice to enable students to make choices about their own learning/behaviour.
- Supervise students on visits, trips and out of school activities as required.
- Support the school's behavioural system.
- Support the Pastoral Lead in her/his role to ensure an overall effective behaviour system.
- Challenge and motivate students, promoting and reinforcing self-esteem.

General

- To comply and assist with policies and procedures related to child protection, health, safety and security, confidentiality and data protection.
- To contribute to the aims and ethos of the school
- To ensure that appropriate student records are maintained to include details of interventions and outcomes, during incidents and safeguarding
- To use the school MIS system effectively
- To participate in professional development and appraisal
- To undertake any other duties as reasonably required, as commensurate with the post.

Line Manager	
Line Manager Signature	
Date	
Date Job Description last reviewed:	November 2025

PERSON SPECIFICATION

Job Title: Behaviour Support worker		Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment
Experience	• Experience of working with children across the age and ability range or other relevant experience. • Experience of using ICT effectively to support tasks and activities	AF, I
Skills and Abilities including personal attributes	• Understanding of the causes of challenging behaviour and strategies for dealing with challenging behaviour • Understanding of equal opportunities and the principles of inclusion • Knowledge of the role of external agencies and the role that they can play to support students within school • Able to use initiative and work independently or as part of a team	AF, I
Qualifications and Training	• Level 2 Maths and English, or equivalent	AF
Other Factors	• The post holder will require an enhanced DBS clearance	I DBS check
Line Manager Signature:		
Date:		

AF = Application Form, I = Interview, S – Selection Method; P = Presentation