



September 2017

## **Behaviour Support Worker (Maternity Cover)**

A vacancy exists for a temporary Behaviour Support Worker at Crown Hills Community College to cover Maternity Leave from October 2017.

**Post Title:** Behaviour Support Worker

**Scale:** Grade 5, Points 19 (£20,661)

**Pro Rata Salary:** £17,904.02 (Actual Salary)

**Hours:** 37 hours per week, term time only plus 3 Teacher Days.

This post has been evaluated against the Leicester City Council Single Status for an Inclusion Support Worker E9042.

Crown Hills Community College is a popular, successful multi-cultural school for 1380 11-16 year olds. An OFSTED inspection in January 2016 confirmed that we were a Good school.

The closing date for this post is **1pm on Monday 18<sup>th</sup> September 2017**. It is anticipated that interviews will take place the following week.

Please visit our website [www.crownhills.com](http://www.crownhills.com) for a Job Description, Person Specification and further information. Training will be given where necessary. Applications should be emailed to Jo Amey, Principal's PA at [jamey@crownhills.leicester.sch.uk](mailto:jamey@crownhills.leicester.sch.uk) or sent to J Amey, Principals PA, Crown Hills Community College, Gwendolen Road, Leicester, LE5 5FT.

Crown Hills Community College is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a DBS Check and to supply two suitable references.

Thank you for showing an interest in working at Crown Hills Community College.



## **Job Description: Behaviour Support Worker**

**Grade: Grade 5 (Points 19 -22)**

**Hours: 37 hours per week**

**Term time only plus 3 Teacher Days**

**Pro rata Salary: £17,904.02 (Actual Salary)**

**Responsible to: Assistant Principal and Behaviour Support Manager (SSM)**

## **Overall Purpose of Post**

To support and promote positive behaviour strategies of the college.

## **Major Objectives**

1. To liaise and support the work of the Student Support Manager
2. To support the learning of students working in seclusion as agreed with the Behaviour Support Manager
3. To supervise and support the learning of students who have been 'on-called' from lessons.
4. To liaise with relevant professionals, agencies and organisations inside and outside the college as necessary.
5. To support and adhere to College Behaviour policies
6. To work with students in resolving bullying issues
7. To meet as a Behaviour Support Team and communicate with the Behaviour Support Manager

## **Summary of Job Tasks**

1. To administer the Exclusion, Seclusion and On –Call process by keeping accurate records of all incidents.
2. To communicate positively with parents about student behavioural sanctions and issues via telephone and letter.
3. To attend reintegration interviews as appropriate
4. To support and liaise with the Transition and Achievement Coordinators, tutors and teachers
5. To assist the Welfare and Attendance Officer with issues of attendance and truancy
6. To oversee detentions as agreed with the Assistant Principal and Behaviour Support Manager
7. To support bullying interventions and workshops
8. To mediate with staff and students and groups of students to resolve behaviour issues
9. To collate, distribute and oversee learning resources for students in seclusion.
10. To update and generate data to support student records and reports
11. To participate in the College appraisal process
12. To undertake CPD courses as appropriate to the post
13. Any other duties as deemed necessary by the Behaviour Support Manager and the Assistant Principal

**This post has been evaluated against the Leicester City Council Single Status Job Description for an Inclusion Support Worker (Post number E9042)**



## Personal Specification Behaviour Support Worker

		Essential or desirable
<b>Training and Education</b>	NVQ level 3 certification as appropriate or equivalent ability /experience	E
	Literacy, numeracy and ICT skills sufficient to perform the job tasks.	E
	Behaviour management training Team Teach training	D
<b>Experience</b>	Experience of working with children in a school setting	E
	Experience of working with parents of children who have significant emotional, social and / or behavioural challenges	E
	Experience as acting as liaison between organisations/ agencies	E
<b>Equal Opportunities</b>	Must be able to recognise discrimination in its many forms and willing to put the Council's equality Policies into practice	E
<b>Other Skills</b>	Able to work independently on own initiative and a part of a team.	E
	Good interpersonal and listening skills	
	Excellent oral and written communication skills	E
	Able to exercise confidentiality Knowledge of first aid and administration of medicines	E D
<b>Other Conditions</b>	Willing to undertake additional training as needed.	E
	Must satisfy relevant pre-employment checks	E