



Behaviour Support Assistant Recruitment Information

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Behaviour Support Assistant

Immediate start

We are seeking to appoint an energetic and enthusiastic individual to join our team.

To be considered for the position you should demonstrate:

- Energy, enthusiasm and vision
- A commitment to secure high standards of behaviour and discipline
- A commitment to being part of the behaviour team and strive for excellence
- The ability to remain calm in difficult situations
- The ability to forge strong working relationships with all key stakeholders

If you would enjoy working with young people aged 11-16 years, we would very much like to hear from you.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on 3rd April 2023 (although we reserve the right to interview candidates ahead of the closing date).





Behaviour Support Assistant

Job Description

Job Title	Behaviour Support Assistant
Salary	Grade 4 (37 hours a week term-time only + 5 inset days)

Job Purpose

- To support and mentor key students to engage fully with school life.
- To support in the day to day running of the reflection room.
- To support the temporary removal of students who have been removed from lessons and/or have been required to give statements with respect to serious incidents.
- To execute any administration and record keeping relating to the effective management of the provision. Feed into a regular report outlining the use and impact of the provision on a daily basis.

Line Management

Responsible to: Deputy Head, Inclusion

Liaison with: SENCO, Leadership Team, Inclusion Team, staff and students.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication March 2023





Main Duties & Responsibilities	
General Accountabilities	<p>In consultation with the Behaviour team:</p> <ul style="list-style-type: none"> To supervise students who have been removed from lessons. To assist with the collection of students who have been on-called. To assist in maintaining accurate daily records of all on-call incidents. To support the arrangements of further sanctions, such as isolation or detention. Arrange for appropriate work for students who have been on-called
Interventions	<ul style="list-style-type: none"> To deliver intervention strategies to key students as directed by the Behaviour team. To keep records of interventions delivered and feedback on student engagement with the intervention.
General Duties	<ul style="list-style-type: none"> To follow statutory guidance and school policies including child protection and safeguarding. To act as a positive role model. Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, including essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager.
Other	<ul style="list-style-type: none"> To ensure that Health and Safety policies and practices are in-line with national requirements, therefore liaising with the School's Health and Safety Manager. Assist in the smooth running of the school at all times.



Behaviour Support Assistant

Person Specification

Behaviour Support Assistant		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Have A-levels or relevant qualifications		✓
	Able to use common Information Communications Technology (ICT) tools for your own and students' benefit especially Microsoft Office	✓	
	Know a range of strategies to establish a purposeful learning environment and to promote good behaviour		✓
	Know how to establish effective working relationships with young people in order to motivate and inspire them	✓	
Abilities & Experience	Knowledge of the national school curriculum		✓
	Good questioning skills	✓	
	Good observation and assessment skills		✓
	Knowledge of the standard of work expected from pupils		✓
	Understanding of open-ended questioning and investigative work		✓
	Ability to be a positive role model for young people	✓	
	Excellent communication skills and interpersonal skills	✓	
	Track record of supporting young people		✓
	Ability to work within a team working environment and also able to work independently	✓	
Experience working with children	✓		
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Positive behaviour management	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	