**Job Title:** Behaviour Specialist Assistant

**Pay Scale:** Band 6

**Job Purpose:**

To play a key role within the inclusion team to support positive behaviour across the academy.

To implement and monitor behaviour management strategies.

To work with pupils, parents, carers and staff regarding pupil behaviour.

**Main Duties / Responsibilities:**

* To be proactive in supporting positive pupil behaviour across the academy
* Working with the SLT, provide support for disaffected / vulnerable pupils with their behaviour
* To implement academy polices for behaviour and school uniform
* Effectively organise the administration processes and procedures for behaviour management and the behaviour reward scheme
* Plan, organise and deliver behaviour rewards and celebration events for pupils
* To develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups
* To undertake individual behaviour plans and risk assessments
* To work within classrooms to support pupils with behaviour needs
* To promote uniform compliance and liaise with parents/carers to ensure high standards are embedded across the academy
* To support staff and parents across school with behaviour management strategies
* Liaise with families, carers, external agencies and relevant staff, according to the pupil’s needs
* To support our attendance schemes such as the walking bus and mini bus routes when necessary
* Keep accurate records in line with academy policies and procedures
* Liaise with parents/carers regarding behaviour, including leading meetings
* Carry out administrative duties relevant to the role
* Collate and prepare data/information and produce reports/information/data as required
* To undertake first aid training and provide first aid support to pupils
* Be available to support our duty rota

**General Duties**

* To attend academy events
* To attend and participate in meetings
* To improve own practice through training, observation, evaluation, discussion with colleagues and other learning activities including performance management, and use this to support others
* To work as part of a team and support the role of other staff within the academy.
* To be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate member of senior leadership team.
* To demonstrate a flexible approach to undertaking tasks and responsibilities.
* To contribute to the overall ethos and aims of the academy.

To undertake any other duties commensurate with the grade of the post