

School Name: Acklam Grange School

Post Title: Behaviour Support Assistant

Responsible to: Headteacher
Deputy Headteacher
Alternative Provision Manager



JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To work within a small team to support the delivery of the Latitude and Off-Site programmes, requiring an alternative approach to traditional classroom methods in order to meet social, emotional and behavioural needs and ensure achievement.

MAIN TASKS AND RESPONSIBILITIES:

- To assist the Latitude Learning Leaders to provide practical support for individual and groups of students.
- To attend and assist on educational visits for Latitude & Resolution students.
- Provide general clerical/administration support e.g. photocopying, filing and completing standard forms.
- To ensure that the climate for learning is maintained to provide the optimum environment for learning.
- To check that all resources, materials and equipment are suitably stored in the relevant storage area and that all items are appropriately labelled.
- Attend regular team meetings and whole staff briefings.
- To keep and maintain accurate records for Latitude under the direction of key leaders.
- Contribute to preparing displays within the Latitude learning area.
- Awareness of key policies and procedures for Latitude and Acklam Grange.
- Awareness of health and safety procedures.
- To encourage and model high standards of behaviour within Latitude lessons and activities.
- To be primarily based off-site at the Latitude base.
- To communicate with parents at the request of Leaders.
- To provide support to all stakeholders including the Whole School behaviour Manager when directed.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

