

## Behaviour Support Worker Job Description

<b>Post</b>	Behaviour Support Worker (Part Time 2 hrs per day 12.15-2.15)
<b>Grade</b>	Scale 3
<b>Responsible to</b>	Lead Behaviour Support Manager
<b>Responsible for</b>	Supervision of students and maintenance of good behaviour during social time
<b>Working hours</b>	As per T&Cs
<b>Working Weeks</b>	38 weeks per annum,

Everyone at Plumstead Manor works to fulfil our **School Plan**. All support staff contracts are subject to the terms and conditions as set out in the latest **NJC Pay and Conditions (Green Book)**

**Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. Contribute to a daily provision of high-quality pastoral care including monitoring standards and patterns of behaviour and discipline, attendance and punctuality.
3. Support the supervision of the internal exclusion room.
4. Actively contribute to a school ethos founded on success and harmony, promoting excellence and equality for all in a diverse community.
5. Make sure that young people of all abilities and backgrounds fulfil their potential.
6. Engage all young people in interesting and engaging experiences at school.
7. Celebrate and promote the success of students especially those targeted for behaviour intervention programmes.

Members of our support and premises staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to equality and justice, success and harmony.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure and realise the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

## **Raising Aspirations, Securing Success**

1. To supervise students and uphold the school's behaviour code and framework.
2. Support the effective operation of the school's on-call system.
3. Monitor movement of students around the site and ensure the timely transition to lessons..
4. Support the learning of individual students and small groups in class, and oversee learning across specific activities
5. Maintain the highest possible standards of learning within small groups under your supervision.
6. Promote a positive ethos across the school based on the school vision of excellence for all and the values of Pride, Ambition, Respect and Togetherness.
7. Ensure all security arrangements and procedures are working effectively and reporting on any concerns immediately.
8. Undertake First Aid duties and any necessary training.

## **Challenge and Creativity**

9. Understand and implement the school's Behaviour Policy, issuing rewards and sanctions as appropriate.
10. Support staff in implementing a restorative approach in promoting positive behaviour for learning.
11. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.
12. Support student leadership roles including prefects and ambassadors in carrying out their role.

## **Cultivating Harmony and Respect**

13. Uphold the school's high standards of behaviour and conduct and promote positive behaviour for learning.
14. Operate key aspects of the schools behaviour policy and framework and support its effective implementation.
15. Support staff in dealing with incidents of inappropriate student behaviour and intervene quickly using the school procedures where possible to prevent further incidents and resolve conflict.
16. Support Heads of Year, the Leadership Team and members of the pastoral team in collecting information about specific incidents including taking statements from students and communicating with parents and carers.
17. To hold behaviour reflection discussions and build positive relationships with students based on high expectations, combined with a supportive and nurturing approach which looks at the care of the 'whole child'.
18. Ensure the guidance of Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.

## Behaviour Support Worker Person Specification

### Person Specification

All support staff at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

<b>Post</b>	Behaviour Support Worker (Part Time 2 hrs per day 12.15-2.15)
<b>Grade</b>	Scale 3
<b>Responsible to</b>	Lead Behaviour Support Manager
<b>Responsible for</b>	Supervision of students and maintenance of good behaviour during social time
<b>Working hours</b>	As per T&Cs
<b>Working Weeks</b>	39 weeks per annum,

### Selection Criteria

<b>Training Qualifications and Experience</b>	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• English and Maths to Level 2 (or equivalent).</li> <li>• Experience of working with children in a pastoral role.</li> <li>• Experience in dealing with the public in a 'customer service' environment to be able to maintain a positive and responsive service.</li> <li>• Understanding of basic Health and Safety at work legislation.</li> </ul>
<b>Personal, Professional Qualities and Attributes</b>	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none"> <li>• can support the Head Teacher in fulfilling the School Vision and Plan.</li> <li>• Ability to communicate clearly orally and in writing.</li> <li>• ability to liaise effectively with parents, carers, students, staff and other external agencies and suppliers.</li> <li>• have the ability to work in partnership and collaboratively with other members of a team.</li> <li>• through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony.</li> <li>• seek and act on feedback from others.</li> <li>• have resilience and tenacity, combined with a high level of integrity.</li> <li>• understand what needs to be done, do it right, and on time.</li> </ul>
<b>Professional Knowledge and Understanding</b>	<p>Candidates should demonstrate that they have</p> <ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships at all levels (students, staff, parents, visitors, officers and contractors on site)</li> <li>• Knowledge and understanding of the school's Safeguarding policy and practice.</li> <li>• An understanding of and commitment to the School's Equal Opportunities Policy and ability and willingness to promote equality of opportunity through the duties of the post.</li> </ul>

- Patience and firmness in dealing with students.
- Understanding of the schools policies on Behaviour, anti-bullying and Child protection, safeguarding and the school's behaviour procedures.
- An understanding of the educational, welfare and social needs of students during informal times and the importance of school meals and informal breaks as social and educational occasions.
- Ability to interpret and apply direction and guidance from senior staff concerning the management of the school and the welfare and care of students.
- To prioritise and use own initiative when necessary in dealing with issues and to adopt a flexible approach to all duties undertaken.

JHA 2026