



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons) PGCE, MA

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	BEHAVIOUR SUPPORT OFFICER
Salary / Grade:	Scale 6 Point 18 - 21
Responsible For:	Student Behaviour
Responsible To:	Head of Student Conduct
Weeks / Hours:	40 Hours per Week - 39 Weeks per Year
Job Purpose Take an active role within Highams Park School to proactively improve the behavior of those students whose conduct is a barrier to learning. Working with the Head of Student Conduct to ensure that behaviour systems are robust and used consistently/effectively when behavioural incidents arise.	
Job Description • Supervising the Re-integration Room/Learning First Zone, ensuring there is a consistent working environment in the room meeting the standards expected of the Head of Student Conduct • Ensure that the Re-integration Room/Learning First Zone is a silent space where there is suitable work at all times for the students. • Monitor the quality of the work students produce in the Re-integration Room/Learning First Zone, ensuring that this is of a high quality. • To investigate incidents that led to Re-integration/Learning First Zone referrals and feedback to the Head of Student Conduct as requested. • Assist students to understand and accept the reasons why they have been referred to the Re-integration Room/Learning First Zone through the process of Reflection-Restoration-Reintegration. • Liaise with the Head of Student Conduct to analyse behaviour data, identifying patterns then supporting the Head of Student Conduct in suggesting and implementing strategies to improve behaviour based on this data • Lead investigations into behavioural incidents as requested by the Head of Student Conduct, making recommendations for action to the Head of Student Conduct • Work with the Head of Student Conduct in mentoring students who have behaved below the expectations of the school • Be 'on call' during periods of the school day. Walk around the school to set the tone, monitor behaviour and deal with any incidents as they arise.	
General Requirements • Enhanced DBS check. Strong commitment to furthering equalities in both service delivery and employment practice • You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.	



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The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade.

The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

Person Specification

E = Essential

D = Desirable

Qualifications and Experience

1. Right to work in the UK	E
2. Experience of working in a secondary school or with secondary age students	D
3. Experience and knowledge of safeguarding young people	E

Professional Skills and Attributes

4. Ability to organise and prioritise workload and work on own initiative	E
5. Ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
6. Ability to communicate well in writing and face-to-face to all stakeholders	E
7. Administrative and organisational skills	E
8. Ability to identify own training and development needs and to take responsibility for addressing these	E
9. An understanding of different techniques to promote good student behaviour.	E

Personal Qualities

10. Respect for all members of the school community	E
11. Responsibility and attention to detail	E
12. Resilience in the face of challenge	E
13. A strong, flexible and proactive work ethic	E
14. Honesty and trustworthiness	E
15. A sense of humour and a sense of fun	E

Commitment to

16. Safeguarding and promoting the welfare of young people	E
17. Equal opportunities for all in a comprehensive environment	E