

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Leaders of Learning Character
Post Holder:	
Role:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>To work under the instruction and guidance of Behaviour and Inclusion team. To support colleagues in addressing the needs of all pupils but especially those pupils who need particular help with behaviour management to overcome barriers to learning. Establishing productive working relationships with pupils and acting as a role model</p> <p>All the duties outlined are carried out under the direction and supervision of the Head of Learning Character.</p>
General Duties:	<p>To work as directed in classrooms and behaviour management areas with pupils excluded from, or not working to a normal timetable.</p> <p>Supervision of Internal Exclusion and After School Provision / Detentions.</p> <p>To be part of the 'On Call' rota.</p> <p>To undertake training and development as directed and/or provided by senior colleagues in the behaviour management team.</p> <p>Participate in the comprehensive assessment of pupils to determine those in need of particular help.</p> <p>Monitor and interrogate SIMS data to help inform interventions.</p> <p>Support the development and implementation of individual education/ behavioural/ support/ mentoring plans and behaviour management strategies.</p> <p>Implement one to one intervention arrangements with pupils and provide support for distressed and/or challenging pupils.</p> <p>Work on intervention programmes with individual pupils or groups.</p> <p>Challenge and motivate pupils, promoting and reinforcing self-esteem with a view to modifying behaviour to facilitate a return to mainstream classes.</p>

	<p>Provide feedback to pupils in relation to progress, achievement, behaviour and attendance, raising awareness of appropriate behaviours and responses in the classroom and around school.</p> <p>First aid trained</p> <p>Maintain pupil records in line with Positive Behaviour , rewards and Inclusion systems and record on SIMS.</p> <p>Operate agreed learning activities/teaching programmes as directed.</p> <p>Supervision of pupils out of school hours as required.</p> <p>Attend and participate in regular meetings, training and other learning activities as required</p> <p>Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.</p> <p>Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop.</p>
Reporting to:	Deputy Vice Principal for Behaviour
Responsible for:	Providing support to colleagues in addressing the needs of all pupils but especially those pupils who need particular help with behaviour management to overcome barriers to learning.
Liaising with:	Behaviour and Inclusion Team, Assistant Vice Principal, staff and pupils.
Nature of Contract:	Standard Terms and Conditions of Support Staff

Salary Scale:	Salary & hours subject to negotiation & experience
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	To continually seek development opportunities to improve personal performance Senior Deputy Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/pupils/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.