**Deputy Behaviour and Progress Officer Job Description**

|  |  |
| --- | --- |
| Role title | Lead Behaviour and Progress Officer |
| Purpose of role | To work with SLC Manager in monitoring/overseeing BPO’s and support teachers and SEND team as part of a professional team to support students to overcome barriers to learning including behaviour. To work within the school’s Inclusion Policy |
| Working hours | 35 hours per week for 39 weeks per year (term-time only position)  8:20am – 16:20pm |
| Line Manager | Learning Centre Manager |
| Grade of Post | PO1 - point 31 (£33,737.59) |

Key Duties:

1. Monitoring and evaluating outstanding attendance and punctuality for all year groups
2. Liaise with SLC Manager and BPO’s to provide support to students for all Key Stages to identify and help students overcome barriers to learning to ensure progress
3. Support the reintegration of students into school following periods of suspensions/ absence under the direction of the head of the Stepney Learning Center. This includes the process of Day 6 and attending parental and professional meetings both at Stepney All Saints and LEAP( or other LBTH education providers)
4. Contribute and attend reviews for students on the mentoring list as TAC/TAF, or the statutory annual review of any student in the SLC or attached year group with a statement of SEND
5. Share information and liaise with parents/ carers and external agencies as directed by Line Manager/HOY and Safeguarding Team
6. To undergo level 3 safeguarding training and first aid to support the welfare and wellbeing of all students
7. Create and deliver regular group workshops for pupils across the school within PSHE guidlines
8. Maintain records and monitor the impact of actions using effective systems SIMs, spreadsheets/ online software and attend inclusion meetings
9. Increase parental/carer awareness of the extracurricular and extension classes and strategies to support their child’s progress
10. Support collaborative work between the Stepney Learning Centre and the main school.
11. To have a high profile in school, particularly at key times before school, lesson changeovers, break, lunch and after school and to complete detentions
12. Attend whole school events e.g. Parents' evenings / assemblies/ CPD
13. To support individual teachers/departments with support strategies to improve behaviour management in the classroom/across a department
14. Share pastoral responsibility for students guided by SLC Manager
15. Ensure EHAs/external referrals have been completed adequately and in a reasonable timeframe
16. Contribute to the provision of training for any members of staff or groups of staff, including non teaching staff
17. To manage day to day provisions of the Behaviour Progress Officers and ensure deadlines are met set by SLC Manager and SLT

All support staff are expected to:

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

|  |  |  |
| --- | --- | --- |
| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |