



Job Description	
JOB TITLE	Behaviour and Pastoral Officer
JOB FAMILY	Pastoral
PHASE	Secondary
SALARY GRADE	Support Staff Pay Group 4
HOURS	37 Hours, 38 weeks per year
REPORTING TO	Behaviour & Pastoral Manager
RESPONSIBLE FOR	Not Applicable
Job Purpose	
To promote and maintain high standards of behaviour, attendance, and student culture by consistently implementing and modelling the academy's Behaviour and Culture policy. The postholder will play a key role in creating a calm, predictable, and respectful learning environment, supporting students to achieve their full potential, and contributing to a strong culture of safeguarding and student wellbeing across the academy.	
Duties and Responsibilities	
• Promote positive values, attitudes and good student behaviour including addressing students whose behaviour does not meet the expectations within the behaviour policy through working as part of the 'patrol team' and maintaining a strong presence around the site • Role model implementation of the Behaviour and Culture policy and use of systems, for staff and students • Understand how to use relational practice and use it to build community and empathy • Be relentless in monitoring the behaviour of students and ensuring that appropriate follow up takes place by all members of staff where misbehaviour, or serious misbehaviour, occurs • Create and apply intervention strategies for individuals or groups of students to remove barriers to learning • Ensure that students who are experiencing difficulties as a result of issues at school, or at home, are given whatever support they need by the school to help them through difficult times • Act as a mentor for students who are underachieving in relation to their targets • Support with restoring student behaviour and relationships to the expected standards, helping to create an atmosphere of mutual respect and courtesy	



- Ensure that students who have restored their behaviour are given the opportunity to continue their learning in the classroom, supporting within this setting
- Where necessary, collect and supervise students in the inclusion provision ensuring that they follow the rules of the inclusion room and/ or of the pastoral support hub
- Conduct investigations into student behaviour that meet the expected standards and produce serious incident packs
- Meet with parents to hold intervention/ re-integration meetings and ensure that appropriate intervention plans are developed and implemented
- Log information in the school IT systems in a timely manner
- Carry out duties such as break, lunch, before and after school as required
- Supervise students access to toilets
- Assist with the administration and escorting of students to alternative suspensions
- Provide work for students who are suspended and ensure that it is collected and marked by their teachers
- Assist in supporting the welfare and wellbeing of students - this includes administering first aid

Working with colleagues and other relevant professionals

- Work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required



Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances.” All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct.”
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- Actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining, and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents, and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a **Behaviour & Pastoral Officer** within Thinking Schools Academy Trust.

Name:.....

Signed:

Date:



Person Specification	Essential	Desirable	How Assessed
Education & Professional Qualifications			
GCSEs (or equivalent) in English and Maths at Grade C/4 or above	✓		Application
Relevant qualifications in education, youth work, social work, psychology, or a recognized SEMH (Social, Emotional, and Mental Health) qualification		✓	Application
First Aid at Work Certificate		✓	Application
Experience			
6 months proven experience working with children or young people in an educational, care, or support setting	✓		Application
Experience of working with challenging behaviour	✓		Application
Knowledge			
Computer literate: Experienced in using Microsoft Office 365 Suite particularly with Word, Excel and Outlook	✓		Application
Strong understanding of behaviour management techniques, positive reinforcement strategies, and restorative practices	✓		Application / Interview
Understanding of de-escalation techniques for behaviour and proven experience implementing these	✓		Application
Personal Skills & Attributes			
Models the TSAT Values: Child First, Aspire, Challenge, Achieve	✓		Application / interview
Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies	✓		Application / Interview / Skills Assessment
Ability to work well as part of a team, and to build trust and openness	✓		Application / Interview / Skills Assessment
Demonstrates a non-judgemental, approachable, and empathetic demeanour	✓		Application / Interview
Demonstrates calm, logical thinking and control during high-pressure situations or unexpected crises	✓		Application / Interview
High levels of emotional intelligence, self awareness and recognition of own feelings and knowing how to manage them	✓		Application / Interview
Demonstrates the ability to work with high levels of confidentiality and to use discretion in dealing with sensitive information	✓		Application / Interview
Responds positively to changing priorities, ambiguity, and evolving needs without losing momentum	✓		Application / Interview
Self-motivated with the ability to use own initiative & make decisions within own area of responsibility	✓		Application
Sets a good example in terms of dress, punctuality and attendance	✓		Application / Interview
Is flexible and adaptable to the demands of the role and changing circumstances	✓		Application
Possess the right to work in the UK	✓		Application
Safeguarding & Welfare of the School Community			
Knowledge, awareness, understanding & commitment to the protection and safeguarding of children & young people	✓		Application
The ability to maintain appropriate relationships with all members of the school community	✓		Application
The ability to manage colleague & student behaviour in a positive way	✓		Application
Demonstrates an awareness, understanding & commitment to equal opportunities	✓		Application