



# Sponne School

## Job Description



Role: Behaviour Support Assistant  
Responsible to: Inclusion Support Manager  
Based at: Sponne School Towcester  
Hours: 29.5 hrs per week 39 weeks per year  
Grade: Grade D points 3-4

### Job Context

The post holder is a key member of the Inclusion Support Team (IST) and reports to the Inclusion Support Manager. The IST fulfils a specialist function in the learning support provision at Sponne and aims to assist students in accessing the curriculum by overcoming and understanding their barriers to learning either due to behaviour or emotional difficulties.

### Key Responsibilities

- To break down the particular barriers to learning of identified students by providing an appropriate level of support in relation to behaviour and emotional difficulties
- To provide academic support to students who are working in The House and enable them to access the curriculum by using strategies that best support their learning style and challenges.
- Provide support to the ISM with admin, data and general communications in all areas of the House's remit.

### Job Description

#### Student Support

- 1) With the Learning Coordinator, identify the needs of individual students then support the students to maximise progress in their learning.
- 2) Develop a 1:1 relationship with each student to ensure they have a consistent and positive experience when based with the Inclusion Team.
- 3) Encourage the students to engage with the strategies and targets set for them in the appropriate time span. Ensure that all students receive an appropriate level of behaviour and academic support during their time in The House.
- 4) To provide support to identified students by reintegrating them back into lessons, giving them strategies and making their return to class as smooth and effective as possible.
- 5) Deliver 1:1 or group sessions for identified students.
- 6) Within the inclusion team, implement the behaviour support plan for identified students to help them overcome their difficulties.

- 7) Ensure students are equipped with appropriate skills, strategies for improving, managing and learning to control their feelings or behaviour.
- 8) Liaise with FLLs, PLLs, and class teachers in relation to strategies given to students to help monitor their effectiveness on the students learning & behaviour.
- 9) Provide cover for the Isolation room and other IST staff and ensure students are kept on task and complete the work set.
- 10) Assist with the supervision of students out of lesson time, including before and after school, break or lunchtimes as timetabled or required – hours permitting.
- 11) Promote good behaviour and deal promptly with conflicts and incidents in line with established policy including both sanctions and rewards and forwarding on to the appropriate level of authority if required.

#### **Administration / Teamwork**

- 12) Make appointments, respond to correspondence and complete relevant paperwork relating to the role of the Inclusion Support Team (IST) as required.
- 13) Work and communicate regularly and effectively with other members of the IST in order to ensure that students' needs are being met by all parts of the IST and they are fully supported.
- 14) Maintain a calm, polite and respectful ethos in accordance with the school behaviour policy in all areas of inclusion support, establishing a model for student behaviour.
- 15) Work effectively with other members of the team and assist in areas outside your direct responsibility due to fluctuations of workload and numbers of students requiring support.
- 16) To attend regular meetings within the IST and positively embrace the job shadowing ethos set by the school.
- 17) Identify appropriate training and development needs in discussion with the Inclusion Support Manager.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

*April 2024*