

Stepney All Saints School

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Headteacher: Mr P Woods

Behaviour and Progress Officer Job Description

Role title	Finance Manager
Purpose of role	To support SLT and the Stepney Learning Centre and Inclusion Manager to work with teachers and support staff as part of a professional team, to support students in overcoming barriers to learning including behaviour.
Working hours	35 hours per week, term time only 39 weeks per year
Line Manager	Stepney Learning Centre and Inclusion Manager
Line Manage	N/A
Grade of Post	Scale 6 (Points 18 – 20)

1. Ensure outstanding attendance and punctuality for an identified Year Group or a Key Stage group
2. Liaise with teachers to provide support to students for one Key Stage to identify and help students overcome barriers to learning to ensure progress
3. Implement policies to improve behaviour, attendance, punctuality, homework and progress
4. Support staff to investigate incidents and implement and monitor action plans for targeted students.. This includes contributing towards the investigation of any safeguarding concerns and report back to DSL/Year team - especially translating sensitive information to parent/carers.
5. Support the reintegration of students into school following periods of exclusion/ absence under the direction of the head of the Stepney Learning Center. This includes the process of Day 6
6. Share information and liaise with parents/ carers and external agencies as directed by Line Manager/HOY and Safeguarding Team
7. Provide extra support to students through a range of activities and opportunities to promote their social care and personal development
8. Deliver group workshops for pupils across the school within PSHE guidelines
9. Maintain records and monitor the impact of actions using effective systems SIMs, spreadsheets and online software
10. Support collaborative work between the Stepney Learning Centre and the main school.
11. Complete supervision in the SLC on scheduled days
12. Have a high profile in school, particularly at key times before school, lesson changeovers, break, lunch and after school and to complete detentions
13. Attend whole school events e.g. Parents' evenings / assemblies/ CPD (where appropriate)
14. Liaise with and support SLT Lead on behavioural analysis and interventions and in establishing effective strategies in all areas of pastoral care
15. Plan early intervention programmes to support the behaviour and wellbeing of targeted students.
16. Support the school's commitment to fully engage pupils at risk of exclusion by working with students who have PSPs and through the delivery of targeted workshops and catch up sessions.
17. Provide support to all students in enabling them to achieve their potential both academically and socially, supporting raising attainment of targeted groups of students.
18. Liaise with the pastoral and inclusion teams on a daily basis.
19. Lead on personal attendance plans (PAPs) and reviews. This includes meeting with students weekly and before school to support improved attendance and carrying out home visits to support improved attendance across year groups.
20. Contribute & facilitate internal exclusions when required in terms of attending meetings, for example, attending CIN, formal warning meetings, new admissions and Core Group meetings with HoY/Year team.
21. Attend and contribute to re integration meetings following external exclusions and support students returning from suspension.
22. Assist HoY/Year team development of Google Drive online record keeping for cohort.



23. Report back to HoY/Year team on outcomes of intervention on a daily basis.
24. To support individual teachers/departments with support strategies to improve behaviour management in the classroom/across a department
25. To demonstrate a flexible approach to supporting pupil progress through effective behaviour management and monitoring. This includes one to one support, in class support as well as internal exclusions and through mentoring and the completion of various documents

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.