



**JOB DESCRIPTION:** Whole School Support Staff

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**Job Title:** Behaviour Hub Administrator

**Grade/Salary Range/Hours:** Grade DW5/WBC 35 hours per week 8.30- 4.00pm (term time only plus 2 INSETS )

**Report to:** Behaviour Hub Manager

**Job Purpose:** The Behaviour Hub Administrator will:

- support the Behaviour Hub manager in providing a full Administration Support service to the Behaviour hub team;
- administer the school's On Call system, Headteacher's detention and Same Day Sanctions procedures, including contact with parents, collection of work and necessary follow-up;
- Support the Senior staff to ensure the smooth running of the Behaviour Hub area

### Teaching and Learning

- To encourage students to improve their learning, thus enhancing self-esteem.
- To promote the school's Behaviour and Inclusion policies by supporting students in their learning and personal development, removing barriers to achievement.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To be able to speak fluent English to an appropriate standard.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

### Assessment and Recording

- To maintain and distribute the SLT call out register, running bi-weekly reports in a sensible visual format, in order to support key stakeholders within Inclusion and the wider school.
- To maintain records of attendance at Headteacher's detention, including work required.
- To support the Behaviour team in any relevant assessment duties, for example liaising with the Data Service team to provide progress tracking data for teachers.
- To keep a record of all students in the Behaviour Hub

### Student personal development and well-being

- To provide additional support to the Pastoral team when appropriate, especially in terms of care, support and guidance for individual students, referring issues to HOYS if required.
- To promote the school's inclusion policy by supporting students in their learning and personal development, removing barriers to achievement

### Management of Staff

- To attend meetings as needed with line manager
- To organise and attend relevant Behaviour meetings as required in support of the Inclusion Administrative support officer, including assisting with IEP and other reviews where appropriate.
- To handle a range of telephone and face to face enquiries from both internal and external customers and contacts, many of them at senior level, including complex or difficult enquiries referred by other staff on the leadership team

### Management of Resources

- To liaise with departments where necessary to provide appropriate work for students in Headteacher's detention or Same Day Sanction.

- To support members of the Inclusion & Behaviour Hub team in maintaining efficient archives of key documents

#### **Relationships with key stakeholders**

- To communicate with parents, students and other key stakeholders on behalf of members of the Behaviour team, often involving confidential and sensitive issues
- To help promote good attendance, punctuality and a high standard of school uniform.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school
- To develop effective relationships with parents which focus on students' learning and progress.
- To foster and establish positive relationships throughout the school community.
- To comply with, and assist with, the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, where relevant to the work of the Inclusion/Behaviour team.

#### **Other duties**

- To attend and participate in relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To attend annual appraisal and review meetings with other members of the Support Staff team.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

#### **Specific responsibilities of the post**

##### **Administration support to the Inclusion team**

- To assist correspondence as delegated by members of the Behaviour Hub team and to produce a range of documents, including letters, and reports.
- To handle a range of telephone and face to face enquiries from both internal and external customers and contacts, many of them at senior level
- To organise resources/materials for various meetings and help set up venues.
- To carry out any other duties which may be required, including flexible working in support of other service areas, including Internal Isolation

##### **Behaviour Hub area**

- Arrange collection of work for the students to complete in the Behaviour Hub
- Keep the Head of Year updated as to who is placed in the Behaviour Hub throughout the day
- Telephone and liaise with parents of students in the Behaviour Hub e.g. if they are to be sent home
- To be the main point of contact for the staff in Behaviour Hub
- Covering when necessary the changeover in the absence of SLT
- Supporting and giving guidance to students when making their statements
- Arrange safe secure storage of students' mobile phones.

##### **SLT Procedures**

- Administer the schools On-Call procedure
- Record SLT call outs.

##### **Detention procedures**

- To manage the process for Headteacher's detention and Same Day Sanctions, including liaison with subject staff, collection of work and contact with parents.
- To manage the follow-up process for Headteacher's detention and Same Day Sanctions

##### **No direct budgetary responsibility**