# JOB DESCRIPTION

## Job title: Behavioural Support Assistant

**Responsible to:** Centre Director

**Pay scale:** £12.50 per hour.

### Summary of terms and conditions

* 16 hours per week
* 30 days annual leave plus 11 public holidays (pro rata in line with part-time hours of work)
* Based at Newstart Education Centre.

**Please note this post is funded until end June 2025 with potential for extension, year on year, based on availability of funding.**

**Purpose of Job:**

* To ensure young people attending NEC day school are well-supported to maximise their learning potential.
* To work in partnership with teachers, tutors and learner support staff in NEC to create a progressive learning environment where all young people can thrive and succeed.
* To ensure minimal disruption to the learning of all young people, individually and/or in groups, using appropriate behaviour management strategies and approaches.
* To support young people in NEC who require help with regulating their behaviour, including those experiencing ASD, ADD and other needs, across a range of areas such as communication and interaction, social, emotional and mental wellbeing.

**MAIN DUTIES:**

1. Provide pastoral support to young people.
2. Provide social, emotional and behavioural development support to young people.
3. Assist in developing and delivering individual behaviour/support plans.
4. Challenge and motivate young people, promoting and reinforcing self-worth, confidence, self-esteem and the transformative value of education.
5. Provide 1:1 support to young people experiencing emotional/behavioural crisis.
6. Support young people who are not working effectively within usual classroom/learning routines.
7. Support young people to make appropriate choices about their learning and behaviour.
8. Assist teachers, tutors and learner support staff to observe, monitor, record and evaluate young people’s responses and progress against action plans.
9. Assist in the development and implementation of appropriate behaviour management strategies.
10. Establish constructive relationships with parents/carers.
11. Establish constructive relationships and communicate with other agencies/professionals, in liaison with NEC teachers, tutors and learner support staff, to maximise the learning potential of young people.
12. Attend and participate in meetings as appropriate.
13. Be aware of and comply with NEC policies and procedures, particularly those regarding safeguarding.
14. Complete break and lunchtime duties as required to support with positive behaviour.
15. Participate in training and other learning activities as required.
16. Assist in the supervision of young people within NEC and on outside trips, activities etc.
17. Play an active role in the design and development of NECs day school, fully contributing to planning and review.
18. Ensure necessary record keeping is completed to a high standard, in compliance with various agencies needs and in line with NECs policies and procedures.
19. To ensure that all work is underpinned by youth work values that place young people at the core of decisions that affect their lives.
20. To ensure that all young people’s records are supplied to the Centre Director in a timely manner.
21. Ensure all appropriate and necessary information is recorded and stored appropriately with respect to confidentiality, compliant with Data Protection and GDPR regulations.

**General**

1. To work as a member of the Newstart team and to engage in activities which promote and develop the programme, and Newstart Education Centre.
2. Adherence to core principles of National Quality Standards Framework for Youth Work (IRL) and/or Youth Work National Occupational Standards (UK).
3. To attend relevant training courses and localised meetings as required.
4. To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme.
5. To carry out such duties as may reasonably be required of the post holder.

# PERSON SPECIFICATION

# ESSENTIAL

* Minimum 2 years’ experience of supporting young people either excluded or on the margins of mainstream education and youth provision, experiencing complex behavioural, learning and development needs (such as ADD, ASD) in a relevant setting such as youth, community, school.
* Minimum 1 years’ experience of developing and delivering behavioural support plans in partnership with young people and other relevant personnel such as teachers, tutors, youth workers, social workers.
* Minimum 1 years’ experience of effectively resolving conflict with and on behalf of young people.
* Minimum 2 years’ experience of effectively dealing with safeguarding issues relevant to young people with complex needs.

**Knowledge, Skills & Abilities**

* Excellent, proven organisational skills.
* Ability to work calmly and effectively whilst under pressure.
* Ability to work on own initiative.
* Capable of working as part of an effective team
* Proven, excellent interpersonal skills which relate directly to the needs of young people.
* Proven experience of handling issues with sensitivity and confidentiality
* Proven understanding of the work of NEC

**Values**

* Proven commitment to user involvement in the planning and delivery of services
* Strong commitment to working effectively as part of a team.
* Strong commitment to Newstart Education Centre values, principles and the rights of children and young people.
* Strong commitment to training and development in line with the post.

**Circumstances**

* Able to work unsocial hours when required.

**DESIRABLE**

* Level 3 Classroom Assistant qualification
* Experience of group work and residential work with young people disengaged from mainstream educational provision.
* Experience of Community Based Education / Special Educational Needs
* An understanding of the work of Community Based Education Providers
* Experience in extra-curricular youth work/education