

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey. Age range 11 - 18

Post Title	Positive Behaviour Support Officer
Grade	Scale 5 (Term Time Pro Rata - 36 hours per week) 8.15am – 4.15pm (Mon, Wed, Thurs and Fri) 8.15am - 4.30pm (Tue for whole school PLD/Meetings)
Responsible To	Positive Behaviour Manager and SLT Lead for Positive Behaviour (Deputy Headteacher)
<p>The Positive Behaviour Support Officers primary responsibility will be providing support with operating the school's behaviour support system. You will work closely with the Positive Behaviour Manager, Senior Leadership Team and Pastoral Teams to promote the positive behaviour across the school reengaging the students and improving their academic performance.</p> <p>Managing the Day-to-Day Organisation:</p> <ul style="list-style-type: none"> • Demonstrate the School's vision of The Highgate Wood Way values in everyday work and practice • Provide a strong visible presence throughout Highgate Wood School to ensure positive behaviour of The Highgate Wood Way is consistent. • Ensure Highgate Wood School's high expectations for pupils' behaviour and conduct are commonly understood and applied consistently and fairly, using the 4Cs. • Ensure low-level disruption is not tolerated and pupils' behaviour does not disrupt lessons or the day-to-day life of the school. • Manage and de-escalate challenging behaviour and offer pastoral and nurturing support for students. • Report student conduct to relevant stakeholders; Positive Behaviour Manager, Assistant Head Teacher of relevant Key Stage and Positive Behaviour, Head of Year/Head of Department. <p>Isolation Room and Reflective Room:</p> <ul style="list-style-type: none"> • To provide relevant work for students in internal isolation. • To make sure that students who are in the isolation room are following their timetabled lessons and provide support where necessary. • To be responsible for promoting a working atmosphere that is conducive to promoting academic progress and positive behaviour. • To ensure that learning resources are suitably differentiated and allow challenge at the appropriate level, in the Isolation Room. 	

- To communicate with any external students' schools regarding conduct in Isolation
- To support and attend the school daily detention systems 14:55-15:55.
- To track and monitor staff with restorative conversations in line with school policy.
- To support staff members and students with restorative conversation
- To record reflection room attendance data and report to relevant administration staff.

The Highgate Wood Way – School Environment:

- Provide a strong visible presence throughout the school to ensure the positive behaviour of the Highgate Wood Way is consistent through on call and patrol.
- To collect incident reports from students and investigate incidents and deescalate when necessary
- Record and report incidents to relevant members of staff (Heads of Departments/Heads of Years) where appropriate.

Other Responsibilities

- Ensuring that the school aims are put into practice.
- Promoting restorative practice within the school.
- To contribute to Whole School events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- Working alongside staff within the school to ensure that student learning is maximised.
- Upholding the school's policies including attendance and punctuality policies classroom codes and uniform regulations.

Arrangements for performance management and review

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

This post is subject to regular review to meet the changing needs of the school