



Job Description

Role: Behaviour and Emotional Support Team Assistant (BEST)

Salary: Grade 4 NJC

PURPOSE

To work as part of a professional team to provide enhanced social, emotional and behavioural support for children.

To assist in the development and implementation of strategies that remove barriers to learning and enable children to effectively access the curriculum.

To assist in providing a positive and safe learning environment for all.

In addition, this role will include undertaking practical support for children with a wide range of needs including medical needs, moving and handling, intimate care, speech and language, ASC, ADHD, physical disability and challenging behaviour. Appropriate training will be provided to support required medical procedures and the use of special equipment.

RESPONSIBILITIES

Key Duties

1. Support children with social, emotional and behavioural needs
 - a. To support the school ethos for inclusion and acceptance of all students.
 - b. Challenge and motivate pupils, promoting and reinforcing self-esteem.
 - c. Support pupils to make appropriate choices about their learning and behavior.
 - d. Undertake activities to monitor the needs of pupils.
 - e. Provide 1:1 or small group support/interventions for identified pupils.
 - f. Assist in the development of varying skills that support pupils' access to learning.
 - g. Help with the preparation of resources and equipment to support the needs of children.
 - h. Assist in the development and implementation of appropriate behavior strategies and individual behavior risk assessments.
 - i. Assist with the implementation of the assess, plan, do review process.
 - j. Assist with supporting children on school trips.
 - k. Assist with planning and supervising brain breaks.

- l. 1:1 support for pupils experiencing emotional/behavioral crisis
 - m. Support pupils who are not working effectively within usual classroom routines (in class support and/or withdrawal)
 - n. Evaluate behavior as a form of communication of unmet needs.
- 2. Care and Wellbeing
 - a. To forge positive relationships with children.
 - b. To provide a proactive, calm and consistent approach to supporting children.
 - c. Assist with break-time supervision including facilitating games and activities
 - d. To attend to children's personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist children in activities (may include lifting, where mobility is an issue).
 - e. To follow the school Care and Management Policy.
 - f. To alert the Premises Team or SLT of any health and safety concerns.
- 3. Recording and reporting
 - a. To update pupil records as required
- 4. Working with the wider school community (staff, parents/carers, external agencies)
 - a. Establish positive and constructive relationships.
 - b. Role model inclusive strategies and approaches.
 - c. Communicate and collaborate.
- 5. Information sharing
 - a. To be respectful of confidentiality.
 - b. To ensure any information shared about children with other staff, parents/carers, internal and external agencies is done professionally and in line with school policy.
 - c. To act in line with the schools Data Protection Policy.
- 6. Safeguarding
 - a. To safeguard and promote the welfare of all children in line with the school's safeguarding policies and procedures
- 7. Professionalism
 - a. To act as a role model to children.
 - b. To meet the expectations set out in the Behaviour at Work Policy.
 - c. To attend and contribute to staff meetings.
 - d. To maintain a commitment to continuous improvement.
 - e. To attend professional development opportunities.
- 8. This list of duties should not be regarded as exclusive or exhaustive. You may be required to undertake various other duties as may be reasonably required. You will be consulted about any proposed changes.