**Appointment to the post of**

**Behaviour Interventions Officer**

**Information for Applicants**

**2020**

**Key Responsibilities:**

1. To manage the reflection room on a daily basis, ensuring that the room provides the support our young people require to enable them to be successful in a mainstream setting.
2. To manage the daily detentions process to ensure all pupils and staff are aware of the detention list for each day and that the list is accurate.
3. To supervise the daily detention and ensure 100% compliance with the academy rules during detention.
4. To maintain the detention register, ensuring it is accurate and to take a detention register each day.
5. To work with the behaviour and year teams to implement behaviour and wellbeing interventions. This includes the data tracking of the interventions.
6. To help supervise the Academy Impact programme.
7. To make contact with parents to ensure they are aware if their child is in detention at the end of the academy day.
8. To maintain a calm and professional demeanour and to model the professional language and relationships we expect our students to develop.
9. To believe in the academy vision and to subscribe to the belief that any child, regardless of background or prior educational experience, can flourish if given highly effective teaching and pastoral support.
10. To analyse trends in detentions and to facilitate small group mentoring programmes for pupils that find themselves in more than one detention each week to help them follow the academy rules.
11. Participate in appropriate CPD with the agreement of your Line Manager.
12. To be a role model to pupils and staff and to uphold the high standards and expectations of the academy.

**Person Specification:**

Desirable:

1. Qualified to degree level
2. Experience working with Excel
3. Experience of working in an educational establishment

Essential:

1. Experience of working with young people and a belief in the idea that we should not be making excuses for underperformance
2. Excellent administrative skills
3. Able to work with a high degree of accuracy and attention to detail
4. Enthusiastic and approachable, able to meet deadlines and support the working of the academy
5. An interest in the debates surrounding attachment theory, trauma and the development of school culture and norms
6. Good verbal and written communication skills
7. Team player.

*This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safer_recruitment_statement.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*