

**Impington Village College
Job Description**

Name of Post Holder:	
Post Title	Behaviour and Relationship Support Officer
Reporting to:	Vice Principal
Responsible for:	To focus on the wellbeing, behavior and achievement of students; building and maintaining an effective partnership between home and the College
Working time:	37 hours per week but flexibility is required to occasionally work beyond normal hours to attend meetings after school. TTO + 5 training days
Salary:	SO1
Location:	Impington Village College is part of the Eastern Learning Alliance. The normal place of work will be based at Impington Village College
Disclosure Level:	Full Enhanced DBS

1. Main Purpose of the Role

- ✓ To support all students to access a fully-integrated pastoral system
- ✓ To be responsible for the pastoral care of students throughout the day to day management of incidents and concerns
- ✓ To encourage and maintain high standards of behavior in and out of lessons
- ✓ To support and encourage students' full attendance at all their lessons
- ✓ Provide first aid for all students

2. Key Tasks

- ✓ To resolve problems and conflict experienced by students, liaising with College staff and other agencies as required
- ✓ Receive and track mobile phone confiscations
- ✓ To undertake the completion of all EHA/IBP in accordance with the identified needs of individuals and families after information has been gathered from all stake holders
- ✓ Co-ordinate arrangements for appropriate interventions to ensure students attend and achieve well in College
- ✓ To communicate as appropriate, with parents and with persons or agencies outside the College concerned with the welfare of individual students
- ✓ To keep up-to-date records of all interactions and communicate them to the appropriate College staff, maintaining confidentiality
- ✓ To represent the College as appropriate at multi- agency meetings
- ✓ To contribute to the development and implementation of College policies and procedures and ensure that individual students are familiar with and understand those that affect them
- ✓ To manage activities that support parents and families with the upbringing of teenagers and help to resolve parental concerns
- ✓ To provide support and cover for other pastoral staff at IVC
- First Aid
- Lunchtime duty

Child Protection

- ✓ To undergo Designated Person Child Protection training to ensure that child protection issues are appropriately addressed
- ✓ To maintain strict confidentiality and follow the College's Child Protection Policy
- ✓ To attend regular Designated Person's meetings with the Senior DP/Vice Principal

✓ To undertake Level 4 counselling training to ensure that young people can access early intervention

3. Communications and Liaison

- ✓ To maintain effective communications with parents formally and, as required, informally, ensuring that all enquires are addressed within the College day
- ✓ To maintain effective communications with the Heads of House ensuring swift and effective interventions as appropriate
- ✓ To ensure that Heads of House, tutors and other relevant staff are informed of any issues of concern relating to individual students
- ✓ To coordinate all information received from staff, parents and outside agencies regarding individual students and ensure that it is appropriately disseminated and actioned
- ✓ To liaise with the SLT regarding any student requiring referral to the Locality Team
- ✓ To contribute to the introduction of new students and their parents to the College
- ✓ To support the Family Support Worker with early intervention where necessary
- ✓ To promote the College at induction evenings for new parents

4. Other Responsibilities

- ✓ To undertake other duties appropriate to the grading of the post as required
- ✓ To play a full part in the life of the Morris Education Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example. Promote actively the Trust's corporate policies
- ✓ Comply with the Trust's Health & Safety Policy
- ✓ To participate in the College's appraisal scheme

5. Safeguarding

- ✓ To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- ✓ To undertake regular safeguarding/child protection/adult protection training as required by the Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

6. Signatures

Post Holder: Date: