The Acorn

Centre

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**Job Title: Behaviour Support Assistant (BSA)**

**Location**: **DSPL 9 Acorn Centre Located in South Oxhey from Sept 24)**

**Pay grade H3**

**Hours of work: 30-35**

**Full Driving license and use of a fully insured car essential**

**Purpose of the role:** To support the learning and emotional well-being of pupils who are at risk of school exclusion.

This position is to support the delivery of provision at the Acorn Centre working alongside the Acorn Teacher.

**Acorn Centre Core Values:**

*At the Acorn Centre we:*

Embrace the individuality of each and every child within a warm safe and nurturing space. Where the child’s voice is listened to, understood and valued.

Through safe boundaries we provide a sense of security and improved emotional well-being to them.

As part of our commitment to the child we also encourage positive relationships based on mutual respect, between parent/carers, school and the child through modelling fun, play based activities.

**Responsibilities:**

* Attend to pupils’ personal needs, including social and emotional well-being, health and hygiene, first-aid and welfare matters.
* Provide clerical/administrative support to the aid the smooth running of the provision e.g. photocopying, typing, filing and record-keeping.
* Support the planning and delivery of sessions, taking into consideration individual needs (IEP’s or other pupil-specific plans).
* Support the monitoring and evaluating pupils’ progress and maintain pupil records.
* Use specialist knowledge or experience to support pupils’ learning.
* Liaise, where appropriate, with parents, carers and professional staff (such as educational psychologists, Family support workers, schools) in order to promote the education and welfare of each pupil.
* Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers.
* To work therapeutically and embrace the core values of The Acorn Centre
* Use specialist knowledge or experience to support pupils’ learning and emotional well-being.

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| **Knowledge**NVQ level 2 in numeracy and literacy (or equivalent)Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet)Understanding of statutory and non-statutory frameworks for school curriculum Understanding of child development and what effects thisUnderstanding of SEN code of practice and disabilities legislationUnderstanding of Health and wellbeing, safety and child protection Understanding of the provision’s Ethos and ValuesUnderstanding of Data Protection and confidentiality | **Competencies**Communication (written and verbal) Decision makingTeam workingActive listeningSensitivity/ confidentialityMonitoringMotivation AdaptabilityManaging relationshipsEnergy/ playfulnessResilience Trustworthiness and ethicsOrganisation  |