Job Description	
Department	The Inclusion Team
Post Title:	Behaviour Support and Inclusion Officer
Salary Scale/Range	Scale 6
Hours	37 per week, term time only
Permanent/Fixed Term	Permanent
Posts Responsible to	Behaviour Lead and Vice Principal for Inclusion

Job Purpose:
To support the school's behaviour and inclusion systems by staffing the Internal Suspension Unit and internal provision, ensuring calm, orderly corridors, and delivering targeted behaviour interventions that enable students to reflect, reset and successfully reintegrate into learning. The role is central to maintaining high standards of behaviour, safeguarding students, and ensuring that no learning time is lost due to poor conduct.

Key Accountabilities/Primary Responsibilities:

Duties that may be carried out in this role include, but are not limited to:

Behaviour and Internal Provision

- Staff and manage the school's **Internal Suspension Unit** and internal withdrawal provision, ensuring it operates in line with school policy and statutory guidance.
- Supervise students withdrawn from lessons due to poor behaviour, maintaining a calm, purposeful and respectful learning environment.
- Ensure students arrive promptly to internal provision and follow procedures, escalating concerns in line with school systems where necessary.
- Maintain accurate records of student attendance, behaviour, incidents and outcomes to support monitoring and accountability.

Behaviour Systems and Consistency

- Support the consistent implementation of the school's behaviour policy, including choice–chance–consequence systems.
- Reinforce high expectations around conduct, routines and transitions, including **clearing and managing corridors** when required.

- Work closely with teaching staff to ensure behaviour responses are proportionate, timely and in line with agreed procedures.

Intervention, Mentoring and Reintegration

- Deliver **targeted behaviour interventions** and mentoring for students who are repeatedly withdrawn from lessons.
- Support students to reflect on behaviour choices and develop strategies to improve self-regulation and engagement in learning.
- Facilitate structured reintegration following internal suspension, liaising with staff to support a successful return to lessons.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Behaviour Support and Inclusion Officer are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Inclusion

- Actively promote a culture of **safeguarding, inclusion and positive relationships**, ensuring students feel safe and supported.
- Identify and report safeguarding concerns promptly, in line with school policy and statutory guidance.
- Work collaboratively with pastoral leaders, SEND staff and senior leaders to support vulnerable students and those at risk of exclusion.

Data Protection & Confidentiality

- The Behaviour Support and Inclusion Officer is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Behaviour Support and Inclusion Officer is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Behaviour Support and Inclusion Officer has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

- The Behaviour Support and Inclusion Officer must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

This job description is reviewed on a regular basis at the time of the annual performance review to ensure it accurately reflects the role being undertaken.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.