

Parkland Community Primary School



Behaviour Support Assistant - Job Description and Personal Specification

Pay: Grade 6

Purpose of the role: To work as part of the Wellbeing Team to support pupils' emotional, behavioural and academic development through structured 1:1 coaching, small-group work and wellbeing-focused provision. The primary focus of this role is to deliver high-quality wellbeing, regulation and learning support within the '**Hub**', a therapeutic space for pupils temporarily unable to access their classroom.

You will work under the direction of the Deputy Headteacher for Inclusion and Leadership Team to provide targeted interventions, support pupils' social and emotional wellbeing, and contribute to a consistent, therapeutic approach rooted in the **Empowerment Approach**.

Key Responsibilities

Behaviour Hub – Core Responsibilities

- Create and maintain a calm, predictable and nurturing environment within the 'Hub.'
- Support pupils to regulate their body and brain through co-regulation strategies and calm adult presence.
- Provide brief check-ins and coaching sessions to help pupils identify feelings, triggers and strategies.
- Support pupils with repair following incidents, once calm, focusing on empathy, accountability, understanding and rebuilding/repairing relationships.
- Provide short, adult-guided supported work to help pupils rebuild focus and readiness for learning.
- Deliver planned, targeted and time-limited support sessions for identified pupils.
- Ensure the Hub is used as a supportive and developmental space, not as a sanction.

Supporting Pupils Across the School

- Provide targeted in-class or small-group support for pupils with SEMH needs.
- Build strong, positive relationships that promote trust, safety and consistency.
- Support pupils during periods of dysregulation using de-escalation approaches that prioritise dignity and safety.
- Act as a key adult or mentor for identified pupils.

Working with Staff and Professionals

- Work closely with teachers, SENCo, ELSA and senior leaders to ensure consistent approaches to behaviour and inclusion.
- Share relevant information regarding pupil needs, strategies and progress.
- Support pupils' reintegration into class in a timely, planned and purposeful way.

Professional Responsibilities

- Follow all safeguarding, behaviour and inclusion policies and procedures.
- Accurately record incidents, support provided and pupil progress.
- Maintain confidentiality and professional boundaries.
- Engage in training and professional development related to behaviour, SEMH and inclusion.

<p>Knowledge</p> <p>GCSE in English, Maths and Science Grade 4/C or equivalent</p> <p>Willingness to undertake relevant training, including the Empowerment Approach, behaviour coaching and wellbeing support.</p> <p>Experience working with children in an education, wellbeing or support environment.</p> <p>Experience supporting vulnerable pupils or those with additional needs.</p> <p>Experience delivering interventions, coaching, or small-group sessions.</p> <p>Understanding of SEN code of practise.</p> <p>Understanding of Health and wellbeing, safety and child protection</p> <p>Understanding of the Schools Ethos and Values</p> <p>Understanding of Data Protection and confidentiality</p>	<p>Competencies</p> <p>Communication (written and verbal)</p> <p>Decision making</p> <p>Team working</p> <p>Active listening</p> <p>Sensitivity</p> <p>People management</p> <p>Monitoring</p> <p>Drive</p> <p>Adaptability</p> <p>Managing relationships</p> <p>Ability to maintain consistent boundaries and a calm, steady presence.</p>
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of West Sussex pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.