



Job description: Safeguarding admin/Behaviour (LSC) TA

Job details

Salary: Scale 6 SP12 £32,452.27

Hours: 35 per week, 08:30-16:30

Contract type: Full-time, fixed-term, Term-time only

Reporting to: Assistant Headteacher

Main purpose

The Safeguarding and Behaviour TA will play a key role in supporting the safeguarding, behaviour, inclusion, and welfare of pupils across the school. This includes managing and supervising pupils in the Learning Support Centre (LSC), internal exclusion (G4S), and detention rooms; responding to On Call incidents; maintaining safeguarding records and supporting safeguarding interventions in liaison with the pastoral and safeguarding teams.

Duties and responsibilities

Safeguarding and Pastoral Support

- Maintain and update safeguarding records
- Build positive and trusting relationships with pupils, offering pastoral care where needed
- Attend multi-agency and internal meetings where relevant, contributing to pupil support plans and interventions
- As the Deputy Designated Safeguarding Lead (DSL), take on reports of any safeguarding concerns, and make referrals promptly

Inclusion, LSC, and G4S Support

- Supervise and support students placed in the Learning Support Centre or G4S provision, ensuring appropriate behaviour, engagement in work, and adherence to school expectations
- Provide academic and emotional support to help pupils regulate behaviour and reintegrate into mainstream lessons
- Maintain accurate logs and registers of students in G4S using school systems and spreadsheets
- Liaise with the SEN team to ensure homework tasks are appropriate and accounted for when overlapping with behaviour sanctions

Detention Duties

- Create and manage detention sessions in accordance with school policy, ensuring detentions are properly scheduled and allocated



- Oversee G4S and S2/S3 Homework detentions in the library, including the completion of multiple overlapping registers (G4S, SEN Homework, S2/S3)
- Ensure parents are informed of detentions at least 24 hours in advance, in line with school policy
- Compile and distribute daily S2/S3 detention reports to relevant staff including Heads of Year, Heads of Department, Form Tutors (Years 7–11), and members of SLT
- Notify parents of S2/S3 detentions via email, maintaining clear and professional communication

On Call Duties

- Monitor On Call alerts submitted by staff, coordinate with allocated On Call responders, and take action directly if necessary
- Ensure On Call interventions are recorded accurately and promptly in the On Call register/spreadsheet
- Liaise with staff and line managers to cover On Call absences, ensuring consistent behaviour support throughout the school day

General School Duties

- Support school-wide behaviour systems by being present at key times (e.g., start of day, breaks, transitions)
- Assist with restorative conversations, reintegration meetings, and record-keeping after incidents
- Support inclusion and pastoral teams with additional administrative and supervisory tasks as needed

The Safeguarding and Behaviour TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Safeguarding and Behaviour TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential:</p> <ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Math's <p>Desirable:</p> <ul style="list-style-type: none"> • Safeguarding Level 1 or 2 training (or willingness to complete) • Behaviour management or youth work-related training
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience working with young people in an educational or youth setting • Experience supporting behaviour management or inclusion provision <p>Desirable:</p> <ul style="list-style-type: none"> • Experience handling sensitive safeguarding concerns
Skills and knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Expert on Microsoft Excel • Understanding of school behaviour systems and safeguarding procedures • Ability to remain calm in challenging situations • Strong IT and organisational skills
Personal qualities	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Resilience, flexibility, and ability to work independently and as part of a team • Commitment to confidentiality, safeguarding, and equal opportunities • Ability to build trust and rapport with pupils, staff, and families • Ability to work under pressure and prioritise effectively