

# **Washington Academy**

## **Job Description**

**Role:** Behaviour Manager

**Grade:** NJC pay spine scp 25-29 – (£28785 - £32029)

**Reporting to:** Assistant Headteacher for Pastoral

**Responsible for:** No line management responsibilities (responsible for task management of staff working in support of lead area)

**Working Time:** 37 hours per week – all year round contract.

### **Additional Requirement**

Standard working time between 0800-1630 (Unpaid breaks provided). Additional hours required to respond flexibly to need during term time which will be provided as time off in lieu during school holidays.

### **Purpose**

- To be responsible for the management of Alternative Provision within the Academy which includes the Learning Support Unit, Cool Down Facilities, Internal Isolation Room and Internal Exclusion Facilities.
- To develop procedures and processes to enhance the delivery of the provision to meet the needs of the Academy in liaison with the Pastoral Team.
- To work with students in managing their behaviour and improving their skills for learning to enable them to access education and achieve their full potential.

### **Main duties and responsibilities**

- To promote the inclusion and acceptance of all students.
- To display the ability to manage the most challenging and disengaged students.
- To manage the use of the Alternative Provision facilities as an integral part of the pastoral system within the Academy.
- To manage and prioritise your own workload.
- To assess the needs of students and use detailed knowledge and specialist skills to support and develop their behaviour for learning.
- To initiate activities within the facilities which ensure students have a sound understanding of their actions and the consequences of their actions.
- To provide information and advice to enable students to make choices about their own learning and behaviour.
- To actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- To deliver recognised qualifications to students in both Key Stage 3 and Key Stage 4.
- To organise, collect and ensure work is set, completed and assessed to ensure students make progress with their learning.
- To liaise with Heads of Year to ensure an understanding of the reasons for the placement of students within the Alternative Provision facilities.
- To register students on a daily basis.
- To assist with the supervision of students out of lesson times, possibly including before and after the Academy day and at break and lunchtimes.
- To work with colleagues to establish an appropriate learning environment across all Alternative Provision facilities.

- To manage record keeping systems and processes.
- To liaise with the relevant stakeholders to trigger relevant interventions.
- To maintain concise records of all interventions provided to individual and groups of students.
- To provide feedback to stakeholders on students conduct, work ethic and achievements.
- To have a key role in the development and implementation of appropriate discipline strategies including the development of approaches to Restorative Justice.
- To determine the need for, prepare and use specialist equipment, plans and resources to support students
- To generate and interpret behaviour statistics and to present any other reports, for example, improvement plan and evaluation documents, as required by the Academy.

The post holder's main focus is on student behaviour for which they will hold the operational lead. They will however be expected to contribute to other key areas including attendance, attainment; teaching and learning and will need to provide clear analysis and reporting to the Senior Leadership Team, Local Governing Body and Trust Board as required.

### **General**

- Application of Trust/Academy policies in relation to health, safety and welfare; child protection and safeguarding of children, young people and vulnerable adults; staff health and wellbeing; equal opportunities; Data Protection and Confidentiality; and Human Resources, is vital at all times. The post holder must also follow the scheme of delegation in operation at Trust level.
- The post holder should take responsibility for their own learning and development, identifying and attending appropriate training (linked to performance management) and keeping up to date with policy development.
- The post holder will be provided with accredited training in key areas including First Aid and Safeguarding Children and Young People.
- You must take account of Washington Academy and Consilium Academies vision and values and apply these principles at all times. Paying particular attention to facilitating and extend the learning, understanding and knowledge of others.
- Attend and co-ordinate Academy meetings as required.
- Develop strong relationships and also taking advantage of technology which allows regular communication, particularly when working with external partners.
- Share learning and understanding with other Trust schools.

The duties above are an outline of the main responsibilities of this post and are not exhaustive. The post holder may therefore be required to carry out any other reasonable duties commensurate with the grade of this post following discussion and agreement with their Line Manager.